

MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES

TITLE 24, PART 1, SECTION 13-102

AND PART 2, SECTION 470A

2005 GUIDELINES

TABLE OF CONTENTS

INTRODUCTION	1
13-102 (a) DEFINITIONS.....	5
13-102 (b) EXCLUSIONS.....	13
13-102 (c) 1. Letter of Intent.....	14
13-102 (c) 2. Needs Assessment Study.....	14
13-102 (c) 3. Operational Program Statement.....	17
13-102 (c) 4. Type III and Type IV Facilities in Existing Buildings.....	20
13-102 (c) 5. Submittal of Plans and Specifications.....	21
13-102 (c) 6. Design Requirements.....	23
13-102 (c) 7. Pilot Projects.....	29
13-102 (c) 8. Alternate Means of Compliance.....	31
470A.1 Definitions.....	33
470A.2.1 Reception and Booking.....	34
470A.2.2 Temporary Holding Cell or Room.....	38
470A.2.3 Temporary Staging Cell or Room.....	39
470A.2.4 Sobering Cell.....	40
470A.2.5 Safety Cell.....	41
470A.2.6 Single-Occupancy Cells.....	43
470A.2.7 Double-Occupancy Cells.....	44
470A.2.8 Dormitories.....	44
470A.2.9 Dayrooms.....	45
470A.2.10 Exercise Area.....	46
470A.2.11 Correctional Program/Multipurpose Space.....	47
470A.2.12 Medical Examination Room.....	48
470A.2.13 Pharmaceutical Storage Space.....	48
470A.2.14 Medical Care Housing.....	49
470A.2.16 Commissary.....	50
470A.2.17 Dining Facilities.....	50
470A.2.18 Visiting Space.....	51
470A.2.19 Safety Equipment Storage.....	52
470A.2.20 Janitors' Closet.....	52
470A.2.21 Storage Rooms.....	52
470A.2.22 Audio Monitoring System.....	53
470A.2.23 Laundry Facilities.....	54

470A.2.24 Emergency Power.	55
470A.2.25 Confidential Interview Rooms.	55
470A.2.26 Attorney Interview Space.....	56
470A.3.1 Toilets /Urinals.....	57
470A.3.2 Wash Basins.....	58
470A.3.3 Drinking Fountains.	58
470A.3.4 Showers.....	59
470A.3.5 Beds.....	60
470A.3.6 Lighting.....	61
470A.3.7 Windows.	61
470A.3.8 Cell Padding.....	62
470A.3.9 Mirrors.	63
470A.3.10 Seating.....	63
470A.3.11 Table/Seat.....	64
470A.3.12 Weapons Locker.	64
Appendix.....	67

INTRODUCTION

Physical Plant Guidelines Minimum Standards for Local Detention Facilities Title 24, Parts 1 and 2, California Code of Regulations

Facility administrators, managers, architects, construction managers, and city or county planners are aware that designing and building a detention facility is a difficult and complex business. These guidelines discuss **Title 24, Parts 1 and 2, California Code of Regulations (CCR), the Minimum Standards for Local Detention Facilities**. The purpose of these guidelines is to clarify what is involved in facility planning and design and to reduce the difficulty of constructing, reconstructing or remodeling locally operated adult detention facilities. The guidelines discuss ways to meet the planning and design requirements.

Title 15, Minimum Standards for Local Detention Facilities (CCR) provides the operational regulations for adult detention facilities. The Corrections Standards Authority also publishes guidelines for those operational regulations: **Title 15, Program and Procedures Standards** and **Title 15, Medical, Mental Health, Nutrition and Sanitation Standards**. In addition to Corrections Standards Authority regulations, other state and federal requirements will have an impact on the physical plant [e.g., fire and life safety regulations in **Titles 24** and **Title 19, CCR** and the **Americans with Disabilities Act (ADA)**].

It is important that individuals involved in construction planning are familiar with regulations when considering construction, remodel or renovation. Facility operation is, in large part, defined by physical plant design. Careful planning during the architectural design phases is closely tied with the operational strengths and limitations of the facility.

The **Minimum Standards for Local Detention Facilities**, both **Title 24** and **Title 15**, are the result of careful consideration by facility staff, administrators, managers and other subject matter experts working in conjunction with members and staff of the Corrections Standards Authority. The regulations are regularly reviewed and updated pursuant to **Penal Code Section 6030**, which requires the Corrections Standards Authority to establish minimum standards for local detention facilities.

Penal Code Section 6029 requires the Corrections Standards Authority review and make recommendations on plans for constructing or remodeling:

“...every jail, prison, or other place of detention of persons charged with or convicted of crime or of persons detained pursuant to Juvenile Court Law...or the Youth Authority Act...if those plans and specifications involve construction, reconstruction, remodeling, or repairs of an aggregate cost in excess of fifteen thousand dollars (\$15,000)...No state department or agency other than the board shall have authority to make recommendations in respect to plans and

specifications for the construction of county jails or other county detention facilities or for alterations thereto.”

While **Penal Code Section 6029** requires review by the Corrections Standards Authority if construction, remodeling or repair is in excess of \$15,000, the CSA should be contacted in all instances where regulations may be involved, regardless of the cost. Discussion with CSA staff may help jurisdictions avoid unanticipated problems such as those that could result from conversion of a storage space to housing or moving a wall. Failure to consider the regulatory impact of such changes could subject local agencies to unnecessary expense and exposure to litigation. The plan review provides recommendations that focus on compliance with regulations, and, when state/federal funded construction occurs, compliance is required. **Appendix A** provides a quick reference for assessing the applicability of **Title 24** planning and design regulations for various types of facilities. This appendix is not a “stand-alone” document, but is intended to work in conjunction with a more detailed review of this guidelines document.

Title 24, Part 1, Section 13-102, addresses the initial planning process for local detention facilities and provides a set of general principles to govern their design. **Title 24, Part 2, Section 470A**, provides specific minimum standards for the design and furnishing of a facility. Throughout **Title 24**, reference is made to the program statement that is prepared for the planned facility pursuant to **Title 24, Section 13-102 (c)3**. This document is the initial basis for determining capacities. The operation should drive the design and careful planning at this stage is linked to the operational strengths and limitations of the facility.

Typically, a local jurisdiction will contract with an architectural firm early in the design process. Selection of an architect is a critical part of the initial planning for new facilities. There are significant benefits to working with knowledgeable architects who have prior detention facility planning and design experience. This prior background and experience may aid in eliminating or reducing the potential for errors during the design of the new facility.

If an agency intends to construct a Type I, II, III or IV facility or remodel an existing facility to add 25 beds or more, it is necessary to complete a needs assessment study, pursuant to **Section 13-102(c)2**. For any remodeling, or increase in capacity, the department must consider all elements of a facility's design and capacity, as described in **Section 13-102(c)6, Design Requirements**. Additions to capacity may be limited by the constraints of the physical plant. One cannot change part of the plant if all the other elements cannot support the change. For example, to add beds to a housing unit, there must be enough square footage, seating, toilets, exits, etc. to support the new total number of beds. Unless every element is adequate, the rated capacity cannot be increased. (Please see **Section 13-102(c)2** and **Section 13-102(c)6** and the guidelines to these sections in **Part 1** of this document for additional discussion of capacity and design considerations.)

Each detention facility must have a State Fire Marshal approved manual and an automatic fire alarm system that responds to products of combustion other than heat. It must be installed as set forth in the **California Building Code, Appendix Chapter 3A, Section 330A.1**, and provided throughout all buildings for the purpose of alerting staff. Heat detectors may be used in rooms or areas where

smoke detectors are undesirable, such as bathrooms, laundry rooms, kitchens and unusable space under floors. When placing smoke detectors, consider an inmate's ability to damage or tamper with the device. Locating smoke detectors in return air ducts in cells, behind grilles or in other protected locations could address this concern.

A “staff alerting” fire alarm must sound at all staff control stations on the floor of activation and an audible and visual signal must be indicated on an annunciator at the facility control center upon activation of any automatic extinguishing system, automatic detection system, any smoke detector, or manual actuating or initiating device. In addition, where there are staff control stations in the housing unit, an audible, visual and manual alarm shall be located in each location. Manual fire alarm boxes and fire alarm pull stations may be locked, provided staff is present within the restraint area (when occupied) and have keys readily available to operate the boxes.

Additionally, when designing the fire protection system for a local detention facility, the planning team should be familiar with those sections of **Title 15** which relate to emergency procedures. This includes **Section 1029, Policy and Procedures Manual**, **Section 1028, Fire and Life Safety Staff** and **Section 1032, Fire Suppression Pre-planning**, as well as the State Fire Marshal's regulations in **Title 19 and Title 24**. Advance planning for emergency procedures will assure that the emergency response system is operationally appropriate. For additional information, an instructor's manual and fire protection related regulations can be obtained from the Corrections Standards Authority (**Fire and Life Safety in Juvenile and Adult Detention Facilities: an Instructor's Manual** and **Fire and Life Safety in Local Juvenile and Adult Detention Facilities: Regulations and Guidelines**).

Decisions made concerning the facility's locking system will have a major impact on safety and efficiency. Since the range of options is very large – from not using keys except in emergencies, to having to open each door with a key – it is essential that exploration and discussion of possible alternatives begin when preliminary plans are being drawn. **Chapter 10** of the **California Building Code** requires that all locked doors must be capable of release by a “manual locking” device located at a height on the door that is easily operated by all staff and only one key can be required to unlock the door and using ladders, stools, or similar equipment to reach the locking device is not allowed.

Architects should avoid overly complex locking systems. As a general rule, the system should incorporate the smallest number of different keys that is consistent with good security. As part of their visits to existing facilities, a facility planning team should pay particular attention to the operation of locking systems. Placement of switches and indicator lights on control panels, as they relate to door operation, fire alarms and communications subsystems, should be noted and discussed with facility personnel. The individuals who will be expected to operate the new facility should be given the opportunity to comment and make suggestions about the proposed system.

Throughout the **Title 24** regulations, especially those sections in **470A.2, Design Criteria for Required Spaces**, reference is made to “clear ceiling height.” This means the height of the ceiling must be free from any obstruction, obstacle or fixture. A clear ceiling height of eight or more feet,

means the bottom of all light fixtures, sprinklers, smoke detectors, screens around fixtures, and other devices which may be mounted on or in the ceiling must be more than eight feet from the floor, leaving at least eight clear, unimpeded feet of vertical space, floor to ceiling. The clearance is especially important in safety cells, sobering cells, and cells used for suicide watch.

Title 24, Section 13-102(c)7 enables pilot projects and **Section 13-102(c)8** authorizes the Corrections Standards Authority to grant an alternate means of compliance when certain conditions are met. These options are available for construction approaches that meet or exceed the intent of a particular standard in a unique or innovative manner. These avenues should be pursued with the Corrections Standards Authority to implement a practice that deviates from a given regulation, but meets or exceeds the regulatory intent.

The Corrections Standards Authority has a series of five **Corrections Planning Handbooks** that are available to assist in the planning of detention facilities. They are as follows:

Handbook One: Learning About Corrections and correctional Facilities;
Handbook Two: Starting the Corrections Planning Process;
Handbook Three: Assessing Current and Future Corrections Needs;
Handbook Four: Determining the Feasibility of Developing a Facility; and,
Handbook Five: The Correctional Facility Development Process

CSA staff is available to provide interpretation and assistance when questions arise about the regulations or guidelines. The Corrections Standards Authority website (<http://www.cdcr.ca.gov/DivisionsBoards/CSA/index.html>) is a resource for information and makes provisions for contacting CSA staff electronically. The website contains both adult and juvenile regulations and their respective guidelines publications. Please contact CSA staff and utilize the website to access information as needed.

13-102 (a) DEFINITIONS.

The following definitions shall apply:

1. "Administering medication," as it relates to managing legally obtained drugs, means the act by which a single dose of medication is given to a patient. The single dose of medication may be taken either from stock (undispensed) or dispensed supplies.
2. "Administrative segregation" means the physical separation of different types of inmates from each other as specified in Penal Code Sections 4001 and 4002, and Section 1053 of Title 15, CCR. Administrative segregation is accomplished to provide that level of control and security necessary for good management and the protection of staff and inmates.
3. "Alternate means of compliance" means a process for meeting or exceeding standards in an innovative way, after a pilot project evaluation, approved by the Corrections Standards Authority pursuant to an application.
4. "Average daily population" means the average number of inmates housed daily during the last fiscal year.
5. "Corrections Standards Authority" means the State Corrections Standards Authority, which board acts by and through its Executive Director, Deputy Directors, and Field Representatives.
6. "Contact" means communications, whether verbal or visual, or immediate physical presence.
7. "Court holding facility" means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of court appearance for a period not to exceed 12 hours.
8. "Custodial personnel" means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian rank whose primary duties are the supervision of inmates.
9. "Delivering medication," as it relates to managing legally obtained drugs, means the act of providing one or more doses of a prescribed and dispensed medication to a patient.
10. "Developmentally disabled" means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals.

11. "Direct visual observation" means direct personal view of the inmate in the context of his/her surroundings without the aid of audio/video equipment. Audio/video monitoring may supplement but not substitute for direct visual observation.
12. "Disciplinary isolation" means that punishment status assigned an inmate as the result of violating facility rules and which consists of confinement in a cell or housing unit separate from regular jail inmates.
13. "Dispensing," as it relates to managing legally obtained drugs, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drug based upon a prescription from a physician, dentist, or other prescriber authorized by law.
14. "Disposal," as it relates to managing legally obtained drugs, means the destruction of medication or its return to the manufacturer or supplier.
15. "Emergency" means any significant disruption of normal facility procedure, policies, or activities caused by a riot, fire, earthquake, attack, strike, or other emergent condition.
16. "Emergency medical situations" means those situations where immediate services are required for the alleviation of severe pain, or immediate diagnosis and treatment of unforeseeable medical conditions are required, if such conditions would lead to serious disability or death if not immediately diagnosed and treated.
17. "Exercise" means activity that requires physical exertion of the large muscle group.
18. "Facility/system administrator" means the sheriff, chief of police, chief probation officer, or other official charged by law with the administration of a local detention facility/system.
19. "Facility manager" means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.
20. "Health authority" means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health authority may be a physician, an individual or a health agency. In those instances where medical and mental health services are provided by separate entities, decisions regarding mental health services shall be made in cooperation with the mental health director. When this authority is other than a physician, final clinical decisions rest with a single designated responsible physician.
21. "Health care" means medical, mental health and dental services.
22. "Inmate worker," as used in Articles 8 and 9, means an adult in a jail or lockup assigned to perform designated tasks outside of his/her cell or dormitory, for any length of time.

23. "Jail," as used in Article 8, means a Type II or III facility as defined in the "Minimum Standards for Local Detention Facilities."
24. "Labeling," as it relates to managing legally obtained drugs, means the act of preparing and affixing an appropriate label to a medication container.
25. "Law enforcement facility" means a building that contains a Type I Jail or Temporary Holding Facility. It does not include a Type II or III jail, which has the purpose of detaining adults, charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.
26. "Legend drugs" are any drugs defined as "dangerous drugs" under Chapter 9, Division 2, Section 4211 of the California Business and Professions Code. These drugs bear the legend, "Caution Federal Law Prohibits Dispensing Without a Prescription." The Food and Drug Administration (FDA) has determined because of toxicity or other potentially harmful effects, that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.
27. "Licensed health personnel" includes but is not limited to the following classifications of personnel: physician/psychiatrist, dentist, pharmacist, physician's assistant, registered nurse/nurse practitioner/public health nurse, licensed vocational nurse, and psychiatric technician.
28. "Living areas" means those areas of a facility utilized for the day-to-day housing and activities of inmates. These areas do not include special use cells such as sobering, safety, and holding or staging cells normally located in receiving areas.
29. "Local detention facility" means any city, county, city and county, or regional jail, camp, court holding facility, or other correctional facility, whether publicly or privately operated, used for confinement of adults or of both adults and minors, but does not include that portion of a facility for confinement of both adults and minors which is devoted only to the confinement of minors.
30. "Local detention system" means all of the local detention facilities that are under the jurisdiction of a city, county or combination thereof whether publicly or privately operated. Nothing in the standards are to be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in other statute.
31. "Local Health Officer" means that licensed physician who is appointed pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statues related to public health within their jurisdiction.

- 32. “Lockup” means a locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily used for the temporary confinement of adults who have recently been arrested; sentenced prisoners who are inmate workers may reside in the facility to carry out appropriate work.
- 33. “Managerial custodial personnel” means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.
- 34. “Mental Health Director,” means that individual who is designated by contract, written agreement or job description, to have administrative responsibility for the facility or system mental health program.
- 35. “Non-secure custody” means that a minor’s freedom of movement in a law enforcement facility is controlled by the staff of the facility; and
 - (1) the minor is under constant direct visual observation by the staff;
 - (2) the minor is not locked in a room or enclosure; and,
 - (3) the minor is not physically secured to a cuffing rail or other stationary object.
- 36. “Non-sentenced inmate,” means an inmate with any pending local charges or one who is being held solely for charges pending in another jurisdiction.
- 37. “Over-the-counter (OTC) Drugs,” as it relates to managing legally obtained drugs, are medications which do not require a prescription (non-legend).
- 38. “People with disabilities” includes, but is not limited to, persons with a physical or mental impairment that substantially limits one or more of their major life activities or those persons with a record of such impairment or perceived impairment that does not include substance use disorders resulting from current illegal use of a controlled substance.
- 39. “Pilot Project” means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a local detention facility pursuant to application to, and approval by, the Corrections Standards Authority.
- 40. “Procurement,” as it relates to managing legally obtained drugs, means the system for ordering and obtaining medications for facility stock.
- 41. “Psychotropic medication” means any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.
- 42. “Rated capacity” means the number of inmate occupants for which a facility’s single and double occupancy cells or dormitories, except those dedicated for health care or disciplinary isolation housing, were planned and designed in conformity to the standards and requirements contained in Title 15 and Title 24.

- 43. “Regional Center for Developmentally Disabled” means those private agencies throughout the state, funded through the Department of Developmental Services which assure provision of services to persons with developmental disabilities. Such centers will be referred to as regional centers in these regulations.
- 44. “Remodel” means to alter the facility structure by adding, deleting or moving any of the buildings’ components thereby affecting any of the spaces specified in Title 24, Section 470A.
- 45. “Repackaging,” as it relates to managing legally obtained drugs, means the transferring of medications from the original manufacturers’ container to another properly labeled container.
- 46. “Repair” means to restore to original condition or replace with like-in-kind.
- 47. “Safety checks” means regular, intermittent and prescribed direct, visual observation to provide for the health and welfare of inmates.
- 48. “Secure detention” means that a minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or physically secured to a cuffing rail or other stationary object.
- 49. “Security glazing” means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.
- 50. “Sentenced inmate,” means an inmate that is sentenced on all local charges.
- 51. “Shall” is mandatory; “may” is permissive.
- 52. “Sobering cell” as referenced in Section 1056, refers to an initial “sobering up” place for arrestees who are sufficiently intoxicated from any substance to require a protected environment to prevent injury by falling or victimization by other inmates.
- 53. “Storage,” as it relates to legally obtained drugs, means the controlled physical environment used for the safekeeping and accounting of medications.
- 54. “Supervision in a law enforcement facility” means that a minor is being directly observed by the responsible individual in the facility to the extent that immediate intervention or other required action is possible.
- 55. “Supervisory custodial personnel” means those staff members whose duties include direct supervision of custodial personnel.

- 56. “Temporary custody” means that the minor is not at liberty to leave the law enforcement facility.
- 57. “Temporary Holding facility” means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.
- 58. “Type I facility” means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate. As used in this section, an inmate worker is defined as a person assigned to perform designated tasks outside of his/her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.
- 59. “Type II facility” means a local detention facility used for the detention of persons pending arraignment, during trial, and upon a sentence of commitment.
- 60. “Type III facility” means a local detention facility used only for the detention of convicted and sentenced persons.
- 61. “Type IV facility” means a local detention facility or portion thereof designated for the housing of inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.

NOTE: Authority cited: Section 6030, Penal Code. Reference: Section 6030, Penal Code.

Guideline: This regulation establishes definitions for key terms used throughout the regulations. They apply in both **Part 1 and Part 2 of Title 24**, although only specified sections are repeated in Part 2. These definitions are also in **Title 15, Section 1006, Definitions**. The definitions apply throughout these regulations and are necessary for a common understanding of jail operations, programs, health care, nutrition and design elements. They are the basis for determining the applicability of the standards and create a common frame of reference so that administrators, staff, funding agencies, boards of supervisors, city councils, jail inspectors and others can share a common vocabulary relative to jail issues. These are the “terms of the art” which underlie the **Minimum Standards for Local Detention Facilities**. While most of the definitions are self-explanatory and should be referred to whenever there is a question about a particular term, certain areas are highlighted below.

Facility/System Administrator: The facility administrator is usually the sheriff, chief of police or other official charged by law with the administration of the facility. In a large system, the facility administrator is likely to be different from the facility manager who is the facility

director, superintendent or comparable position. The facility manager has primary operational responsibility for a facility.

Pharmaceutical Management: The terms administering medication, delivering medication, dispensing, disposal, legend drugs, labeling, over-the-counter (OTC) drugs, repackaging, storage, and disposal, are limited to the pharmaceutical management of legally obtained drugs covered in **Section 1216, Pharmaceutical Management**.

Health Authority/Responsible Physician: The health authority as responsible for health care services pursuant to a written agreement or job description. A health authority could include a county/city health officer, physician, or medical administrator. There is a distinction between the health authority and the responsible physician. The health authority is a medically trained individual who has responsibility for developing and/or managing health care services for a local detention facility or system. The responsible physician is a licensed clinician who provides health care services and is the final arbiter of clinical decisions. They may be the same person, but that is not required.

Rated Capacity (RC): This describes the housing capacity of a facility based on compliance with all applicable minimum jail standards. Rated capacity is frequently confused with similar terms such as “design capacity” and “self-rated capacity,” neither of which is defined in regulation.

The rated capacity of a facility refers to housing beds for the general inmate population. It does not include: special use cells (e.g., safety cells, sobering [detoxification] cells, or holding/staging cells); housing units for disciplinary isolation; or sheltered housing dedicated to medical and/or mental health units. Some cells and housing units which may be used for a dual purpose depending upon daily circumstances, such as disciplinary isolation or general housing, are included as part of the RC because they can function as general population housing. Dual use cells are often found in modern podular style facilities. Older, linear style jails were generally designed with a specific function for each cell area, making dual use difficult. Administrative segregation housing is considered part of the general population and thus is included in the determination of rated capacity.

Rated capacity calculations are based on the physical plant requirements in effect at the time the facility was designed, or when individual areas are remodeled. There are several different sets of standards that may be applicable, and new ones are added with each regulation revision. The standards for older facilities are found in **Title 15**. In 1991, regulations dealing with physical plant standards were moved into **Title 24, State Building Code, CCR**. All standards dealing with either the physical plant or design and submittal issues are now located in **Title 24**. Establishing the rated capacity of a jail may involve multiple standards and issues that should be discussed with CSA staff when there are questions.

Special use cells (e.g., temporary holding, staging, court holding, sobering [detoxification], and safety cells) are individually rated for the number of inmates held. That capacity, although based on minimum jail standards, does not expand the housing capacity of a jail; therefore, it is not

considered as part of a facility's rated capacity. These numbers may be viewed as holding capacity rather than "housing" capacity.

In special studies, such as determining the cost effectiveness of jail construction projects, there may be a need to consider more than rated capacity. The term "design capacity" has been used to measure facilities based on expanded criteria. In this context, "design capacity" comprises all the beds in all housing areas including those special use cells that were omitted in the rated capacity. Holding cells are not considered housing and are still omitted [e.g., temporary holding, staging, court holding, sobering (detoxification) and safety cells]. "Design capacity" is used in calculating per bed costs and square feet per bed, and may have special meaning during jail design. See **Title 24, Parts 1 and 2**.

Rated Capacity	Special Use Cells	Holding Capacity
Single/double occupancy cell	Medical cell/ward	Temporary /staging holding cell
Handicapped housing cell	Medical isolation	Court holding cell
Administrative segregation cell	Disciplinary isolation	Sobering cell
Dormitory (multiple occupancy)		Safety cell
Design Capacity = RC + Special Use Cells		

Local jurisdictions occasionally use the term "self-rated capacity." This has no reference in regulation and usually refers to the number of beds that have been added to the facility by an administrator. Typically, this is done in response to population pressures experienced by the facility and the number is not consistent with space standards or the availability of showers, toilets, wash basins or seating. These beds have often created conditions that lead to litigation, court ordered population caps and noncompliance with CSA regulations.

The rated capacity does not necessarily reflect constitutional minimums. The regulations are created by subject-matter experts and typically reflect a mix of what is held to be good practice and case law. Successful pilot projects and changes in case law provide the primary basis for revision of the standards. There is no intent in these regulations to imply that to exceed a rated capacity by "one more" inmate, would, in itself, create an unconstitutional condition. Some courts, under specific circumstances, have established population caps in excess of the RC. Court ordered caps should be regarded as establishing the constitutional limits for housing inmates. Failure to comply with a court ordered cap is the basis of a contempt of court proceeding against a facility administrator. At the same time, a facility may be in compliance with a court order and not comply with minimum jail standards.

Facility Types: When determining the appropriate classification (type) for a facility, the administrator must first consider the facility operation. Each type of facility is required to meet a different number of standards, and these standards carry with them varying staffing and training requirements (**Section 1010, Applicability of Standards**). The facility administrator should

ultimately make this decision based on the purpose and operation of the facility and a cost/benefit analysis. Generally speaking, the longer inmates are held in a facility and the more complex the facility, the higher the level of staffing and training that is required.

13-102 (b) EXCLUSIONS.

Title 24 of the California Code of Regulations, Sections 13-102 and 470A which pertain to planning and design of detention facilities shall be applicable to facilities for which architectural drawings have been submitted to the State Corrections Standards Authority for review. These requirements shall not be applicable to facilities which were constructed in conformance with the standards of the Corrections Standards Authority in effect at the time of initial architectural planning. When any facility, designed and constructed under earlier Corrections Standards Authority standards, can comply with a more recently adopted requirement, the least restrictive regulation shall apply.

If, in the course of inspection of local detention facilities, the Corrections Standards Authority determines that a facility planned or built prior to these regulations does not meet the appropriate, applicable standards in effect at the time of initial architectural planning, the local governing body shall submit to the Corrections Standards Authority for their approval within one year of such inspection a plan for causing that facility to meet current standards. Such a plan shall include the specific building areas which need to be remodeled and/or constructed, a definite time period over which the proposed modifications are planned, and a cost estimate including a description of the method of financing.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Physical plant regulations date back to 1963 and have been revised several times. The intent of this regulation is to identify under which version a facility's physical plant is inspected. Facilities constructed at one point in time are "grandfathered" into the subsequent revisions of these regulations. Grandfathering allows a facility to be measured by the regulations in place when the facility was planned and constructed, as determined by the date of the letter of intent (**Section 13-102(c)1, Letter of Intent**). Accordingly, the facility will not be required to meet new, more restrictive, physical plant regulations each time the regulations are revised.

Determining which regulations to measure a facility against is sometimes difficult since it might be years between the time plans were first drawn and when the facility was actually constructed. Some facilities have been designed under one set of regulations but not built until after new regulations were adopted. In cases like these, it can be to the department's advantage to comply with the more current regulations. The Corrections Standards Authority will work with facility administrators and architects to bring the design into compliance with the revised regulations when cost effective, before the facility is constructed.

13-102 (c) 1. Letter of Intent.

A city, county, city and county, or any combination thereof which has an intent to build or remodel any local detention facility shall immediately file a letter of intent with the Corrections Standards Authority.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Detention facilities have an operational life expectancy of at least 30 years, and often longer. A systematic assessment of needs and thoughtful program planning prior to construction can mean the difference between a facility that will be economically useful over three decades and one that will be a major drain on public funds, an obstruction to staff efficiency and a source of litigation.

The letter of intent initiates a working partnership between the local authorities and the Corrections Standards Authority. This partnership not only helps ensure that the planned construction conforms to state regulations but also helps local authorities access the CSA's resources.

The letter of intent should include a description of the project, an estimated timeline and the name(s) of key individuals responsible for the project. Submitted prior to the schematic design phase (**Section 13-102(c)5, Submittal of Plans and Specifications**), the date of the letter of intent establishes the revision of the Title 24 regulations that will be used to review the project. The letter of intent should be directed to the California State Corrections Standards Authority, Facilities Standards and Operations Division.

Few jurisdictions have the “in house” expertise in jail construction to design, build or remodel a jail. **Penal Code Section 6029** requires that the CSA be contacted whenever building or remodeling in excess of \$15,000 is contemplated. (Please see the discussion of **Penal Code Section 6029** in the **Introduction** for more about the requirements related to contacting the CSA.)

13-102 (c) 2. Needs Assessment Study.

Any city, county, city and county, or region intending to construct a new Type I, II, III, or IV facility or add 25 or more beds to an existing facility shall complete a needs assessment study. One copy of the needs assessment study shall be submitted to the Corrections Standards Authority prior to contracting for plans and specifications.

The needs assessment shall include but not be limited to a description of:

- A. the elements of the system;**
- B. the department’s operational and design philosophy;**

- C. the current inmate population;
- D. the classification system;
- E. program needs, including planned academic programs including special education programs and an analysis of performance in using programs which can reduce secure facility requirements;
- F. an analysis of the local trends and characteristics which influence planning assumptions about future corrections' systems change, including population projections, current and projected inmate populations, and program costs based on continuation of current policies and projections of alternative policies or programs on inmate population growth and program costs;
- G. the adequacy of staffing levels;
- H. the ability to provide visual supervision;
- I. the adequacy of record keeping;
- J. a history of the systems compliance with standards; and,
- K. any unresolved issues.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The exact content and format of the needs assessment study will vary depending on the nature of the proposed construction project. The regulation outlines the key components of a needs assessment.

Elements of the System: This section will include a description of the space needs of the addition or new construction, including, but not limited to:

1. facility type;
2. single occupancy cells;
3. double occupancy cells;
4. dormitories;
5. dayrooms;
6. intake/release/processing;
7. visiting;
8. program space;
9. medical and mental health services;
10. outdoor exercise;
11. attorney interview room(s);
12. confidential interview room(s);
13. central and other control rooms;
14. administration;
15. staff stations;
16. public areas;
17. kitchen/food service;
18. laundry;
19. receiving space;
20. maintenance space; and,

21. storage.

Operational and Design Philosophy: This section requires an overall evaluation of the department's operating system, vital in the early stages of design. Analyzing the system's history of crowding, general condition lawsuits, lack of staff, and/or lack of funding is important as is a thorough inquiry, review and investigation of past practices. In addition, the design of the existing facilities within a detention system can provide direction for the new construction. This includes analyzing current options (e.g., single/double occupancy vs. dormitories) and the adequacy of existing medical/mental health care space.

Current Inmate Population: The description of the current population should include: offense characteristics; sentence status; length of stay; release mechanisms; previous criminal history; criminal sophistication; gender; and inmates with special needs.

Classification System: This section will describe what classification system will be used along with the objectives of the classification system. Housing consideration for the following should be addressed: protective custody; administrative segregation; civil commitments; management of disruptive inmates; management and placement of inmates with disabilities; suicidal inmates; and other inmates requiring special housing.

Program Needs: This is a description of the program needs, including academic programs (e.g., GED, high school credit classes, community college offerings, special education classes, etc.). The demographics of the current and projected inmate population should be considered when developing program needs. The descriptions should include program needs for the various types of facilities (i.e., Types I, II, III, IV, court holding and temporary holding). The second component of this section should include the jurisdiction's experience with detention alternatives such as: misdemeanor citation releases; bail; own recognizance release; supervised release; home detention; electronic monitoring; drug courts; mental health courts; and other forms of diversion that can reduce secure facility requirements.

Corrections System Trends and Characteristics: This is an analysis of local trends and characteristics and should address: city and/or county population growth; observed factors that could affect the level of criminal activity in the jurisdiction; trends in felony and misdemeanor arrests; trends in average daily populations of detention facilities; considerations relative to special inmate populations including females; and other indicators of shifts in the composition of the inmate population. These population issues will be important in the design of a new or remodeled facility. For example, the projected number of male and female inmates could indicate a particular layout of the receiving area to accommodate both male and female detainees while keeping them separated from one another. Population projections may result in building several special use cells on the assumption that at least one will be needed for female inmates and one for male inmates.

The requirement for program cost projections based on the continuation of current policies provides a baseline against which the potential of alternative programs can be measured and also

serves to identify emerging problems. Projections of the impact of alternative policies or programs on inmate population growth and program costs point toward exploring alternative methods to control and manage offender populations. This assessment should project start-up as well as operational costs for each alternative.

Staffing Levels: A complete staffing plan is a required element in the program statement [Section 13-102(c)3 Operational Program Statement]; however, this section should describe the jurisdiction's ability to staff current facilities, any difficulties in recruitment, selection and retention of staff and other historical factors relating to adequacy of staffing levels.

Ability To Provide Visual Supervision: Visual supervision, where staff is stationed in a housing unit or adjacent control room, in addition to roving about the housing areas, is effective in controlling inmate behavior and being aware of the mood and activities occurring in the facility. This section should describe the department's ability to provide visual supervision based on facility design and adequacy of staff.

Adequacy of Record Keeping: This section relates to the jurisdiction's adequacy of record keeping, including, but not limited to: fiscal records; booking/arrest records; criminal history and inmate classification records; incident reports; inmate grievances; inmate disciplinary records; and inmate health care records.

History of the System's Compliance with Standards: The ability and/or willingness to comply with the **Minimum Standards for Local Detention Facilities** can be an indicator of future compliance. This section requires an historical description of the system's compliance with regulations including Corrections Standards Authority biennial inspections; annual health inspections (Health and Safety Code Section 101045); annual fire inspections (Health and Safety Code Section 13146.1); lawsuits/claims; founded complaints; and other pertinent information.

Unresolved Issues: The needs assessment study will most likely reveal issues that must be resolved and key decisions that must be made before any new or revised program can be implemented. These should be explicitly noted in the study under discussion of unresolved issues.

13-102 (c) 3. Operational Program Statement.

Unless the construction or remodeling is of a minor nature, not affecting the capacity or flow of the facility, an operational program statement shall be developed by the facility administrator and submitted to the Corrections Standards Authority for the purpose of providing the basis upon which architectural plans are drawn. The operational program statement must be submitted with the schematic architectural plans required by Section 13-102(c) 5 of these regulations and must include a description of the following:

A. Intended capacity of facility.

- B. Security and classification of inmates to be housed.**
- C. Inmate movement within the facility and entry and exit from security areas.**
- D. Food preparation and serving.**
- E. Staffing.**
- F. Booking.**
- G. Visiting and attorney interviews.**
- H. Exercise.**
- I. Programs.**
- J. Medical services, including the management of communicable diseases.**
- K. Cleaning and/or laundering.**
- L. Inmate segregation as specified in Penal Code Sections 4001 and 4002 and Article 5 of Title 15, CCR.**
- M. Court holding and inmate movement.**
- N. Mental health services.**
- O. Facilities for jail administration and operations staff.**
- P. Staff to staff communications system.**
- Q. Management of disruptive inmates.**
- R. Management and placement of persons with disabilities with provisions for wheelchairs, gurney access, and for evacuation during emergencies.**
- S. Architectural treatment of space relative to preventing suicides by inmates.**
- T. Method of implementing Penal Code Section 4030 relating to the holding of misdemeanor arrestees.**
- U. Intended type of facility.**
- V. Sobering cells(s) as referenced by Title 15, Section 1056, with the ability to segregate.**
- W. Safety cell(s) as referenced by Title 15, Section 1055.**

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The needs assessment study addresses what and why; the operational program statement addresses how. The operational program statement describes how the facility will work. The operational program statement differs from the architectural program, which discusses considerations such as space allocations and required adjacencies as a prerequisite to the preparation of architectural drawings. The operational program statement embodies the philosophy of the facility and is the basis for its design and operation. Facility operational philosophy should dictate facility design.

The operational program statement is useful for the Corrections Standards Authority in reviewing the facility plan. CSA staff seeks to verify that the facility design is consistent and appropriate to what the operational program statement describes.

The regulation specifies the components of the operational program statement. The following subsections require expansion:

Subsection B. Describe the security level (maximum, medium, minimum) and the classification of inmates to be housed (e.g., males/females, inmates with special needs, juveniles, etc.).

Subsection D. Describe food preparation and serving. Will inmates eat in dayrooms, centralized dining areas(s), or in their respective cells?

Subsection E. There are certain elements that are critical components of a staffing plan that will enable a facility to operate in compliance with Title 15. The field representative may need additional information (or fewer components) to assess the plan depending on such factors as the scope of the project, current facility operations, and the department/facility's history of compliance with **Title 15**. The following is a list of elements that should be contained in the plan:

1. Facility Organizational Chart: Include an organizational chart that depicts all positions assigned to the facility, as well as the job classification of each position. It is important to include support or contract personnel (e.g., medical providers, food services, etc.). The chart should distinguish between existing positions and those to be added as a result of the construction/remodel project.
2. Job Descriptions: Include a description of each class/type of personnel to be utilized in filling the positions and staffing the facility. This should include the job title, duties and functions of each classification, and whether part-time or full-time employees will staff the positions.
3. Post Assignments: This element should contain a description of all the facility positions that will be filled; the shift hours each position will work (i.e. 4/10, 12/5, 8/5, 5 days or 7 days a week; 8, 10, 12 or 24 hours a day, etc.), and the post orders (or duties) for each position. Identify existing and new positions, plus the classification of each employee that will be filling the new positions.
4. Relief Factor: Include a relief factor for each employee classification and post assignment. The relief factor is a multiplier used in determining the number of personnel needed to fill one position. The calculation is based on actual available working hours per employee. It requires an evaluation of all time off (or away) from work for each classification of employee. Types of leave to be considered include, but are not limited to: vacation; sick leave; compensatory time off; administrative leave; injury on duty; court time; training (attending training, as well as being in an on-duty training status if not filling a post position); military leave; bereavement leave; and, family leave. Consult the Corrections Standards Authority if assistance is needed to determine relief factors.
5. Selection and Hiring Process: Provide a brief description of the selection and hiring process for each classification of employee. It should be specific to each category of employee filling positions on the facility organizational chart, detailing the actual process

involved for both elements. Additionally, specify the employees that will be subject to the Corrections Standards Authority selection exam.

6. Court Mandates: Describe and attach copies of any existing court mandates or consent decrees, or information regarding any potential mandates that might impact facility operations, capacity or staffing.
7. Training Plan: This is a plan that details the types of training that will be required/provided for the various positions (whether full-time or part-time), as well as any on-the-job-training. **Title 15, Section 1020, Corrections Officer Core Course**, requires relevant staff to be “CORE” trained within their first year of job assignment. However, it is desirable that staff be “CORE” trained, especially for new facilities, prior to the facility being completed/occupied.
8. Implementation Timeline: Provide a timeline that clearly illustrates when the employee selection, hiring and training will be accomplished. The timeline should also reflect the projected dates of occupancy of the facility.

Subsection F. Describe where and how reception/intake and admission will occur.

Subsection R. Describe how access to toilets and wash basins will be provided and what access is planned for inmates with disabilities.

When CSA staff considers the programs part of the operational program statement (Subsection I), the focus is on the consideration of such activities as: religious programming; education; exercise and recreation; counseling; and visiting. With regard to health care services (Subsection J), the focus is on where, how and to what extent the necessary services will be provided, emergency medical procedures, and similar considerations. Attention should also be given to current and projected needs for negative pressure isolation rooms for those inmates who may be infected with airborne communicable diseases. The planning and discussion related to suicide prevention (Subsection S) is also critical to the safety of inmates and facility operation.

Many of the lettered sections of this regulation are also addressed in **Design Requirements, Section 13-102(c)6**. All of these Title 24 and Title 15 regulations should be considered during the development of the operational program statement.

13-102 (c) 4. Type III and Type IV Facilities in Existing Buildings.

Wherever a city, county, or combination thereof, intends to establish a Type III or Type IV facility in an existing building or buildings, notice shall be given to the Corrections Standards Authority whose staff shall complete a survey to determine capacity of such buildings and shall make recommendations for necessary modifications. The proposing

local government shall secure the appropriate clearance from the health authority, building official, and State Fire Marshal.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: It can be cost effective to convert an existing building or group of buildings into a minimum security detention facility, but successful conversions to higher security facilities are extremely rare. If such conversion is being contemplated, the CSA must be notified and the full spectrum of clearances and approvals must be obtained.

13-102 (c) 5. Submittal of Plans and Specifications.

All plans and specifications submitted to the Corrections Standards Authority in compliance with Penal Code Section 6029 shall be in duplicate at the schematic design phase, at the design development phase and when the construction document drawings and specifications are developed. A copy of the plans will be forwarded by the Board to the State Fire Marshal for review. Corrections Standards Authority staff shall respond in writing indicating compliance or non-compliance with these regulations.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: **Penal Code Section 6029** requires cities and counties to submit plans and specifications to the Corrections Standards Authority for review and recommendation before undertaking any local detention facility construction, reconstruction, remodeling or repair that exceeds an aggregate cost in excess of \$15,000. This includes jails, juvenile halls and camps, correctional treatment centers, and any other local detention facility project funded from local sources or through funding administered by the Corrections Standards Authority. The CSA's goal is to assist local agencies in building safe and secure detention facilities that meet local needs and operate efficiently, effectively and in compliance with the **Minimum Standards for Local Detention Facilities**.

The plan review process begins when a city or county agency submits their letter of intent (**Section 13-201(c)1**) regarding detention construction to the Corrections Standards Authority. Upon this initial contact, CSA staff sends an acknowledgement letter and information packet to the agency's contact person(s). This information packet contains documents that are designed to assist the agency in understanding the design process and related requirements and milestones associated with the CSA's role in project development and review. It provides pertinent information that should be circulated among all project participants (e.g., architects, consultants, operational and financial administrators, etc).

In addition, the Corrections Standards Authority recommends that a pre-design conference be held involving all parties having responsibility for the success of the proposed project. The department should request a pre-design conference as early as possible in the design and

planning process. This is especially important if a project requires review by federal, state or other agencies whose regulations may apply beyond those noted here. Participants will typically include Corrections Standards Authority staff (i.e., field representatives, plan reviewer, State Fire Marshal), facility administration/staff, project administration (i.e., both fiscal and contract administration), and design team members (e.g., architect, construction manager, etc.). It is essential that local facility administration and those who are charged with operation of the project facility maintain ongoing involvement during the entire design and construction process.

Additional design conferences may be held as required during the facility planning process. Design conferences give the facility administration and design team an opportunity to provide Corrections Standards Authority staff with a current overview of the project and allow for the early identification and resolution of design and operational problems. While the Corrections Standards Authority recommends these additional meetings, they should be scheduled at the discretion of the facility administration and design team, as such meetings may not be warranted for relatively simple projects.

Title 24 requires that plans and specifications be submitted to the Corrections Standards Authority in duplicate. One set is reviewed by CSA staff for compliance with **Title 24, Minimum Standards for Local Detention Facilities**. Corrections Standards Authority staff completes a *Title 24 Compliance Review* and provides a written response to the project contact person (or designee).

While the State Fire Marshal used to provide a review of plans and specifications at the CSA, the State Fire Marshal is referring local jurisdictions to their local fire authority for fire and life safety plan review. Jurisdictions with questions may contact the State Fire Marshal at (916) 445-8202 or 8203. The State Fire Marshal will continue to review grant funded projects' plans at the CSA. Please contact your assigned Field Representative should you have any questions.

This regulation requires that projects must be submitted for review at each phase of design:

- 1) Schematic Design (SD): Plans and specifications are approximately 30 percent complete (e.g., site plan, facility floor plan, exterior elevations, interior sections, construction type, gross square footage, preliminary specifications, etc.) and are accompanied by a facility operational program statement
- 2) Design Development (DD): Plans and specifications are approximately 50 percent complete (e.g., architectural floor plans that include: dimensional data; room designations; wall types/ratings; door and window schedules; etc.; civil, structural, mechanical, plumbing and electrical drawings; specifications developed to include detention hardware, fixed equipment and furnishings, etc.). This submittal is to include a facility staffing plan.

- 3) Construction Document (CD): Plans and specifications developed to the 100 percent level (bid documents) along with any other special interest items related to the project.

Plans are to be submitted in 1/8" scale or larger. Submitted materials should also be clearly identified by the Corrections Standards Authority Plan Review Number (all projects) and/or Grant Project Number (state/federal-funded projects).

13-102 (c) 6. Design Requirements.

- A. The design of a local detention facility shall comply with provisions of California Code of Regulations, Title 24, Part 2, Section 470A.**
- B. The design of a Type I, Type II, Type III, or Type IV facility, shall provide the following:**
 - (1) Fire safety.** The provisions of Title 19 as they relate to detention facilities shall be incorporated into the facility design.
 - (2) Suicide Hazards.** Architectural plans shall be reviewed by the Board for the purpose of reducing hazards posed by fixtures and equipment which could be used for an act of suicide by an inmate. The facility design shall avoid any surfaces, edges, fixtures, or fittings that can provide an attachment for self-inflicted injury. The following features shall be incorporated in the design of temporary holding cells, temporary staging cells, sobering cells, safety cells, single occupancy cells, and any other area where an inmate may be left alone:
 - (a) plumbing shall not be exposed.** Operation of control valves shall use flush buttons or similar. The drinking fountain bubbler, shall be without curved projections;
 - (b) towel holders shall be ball-in-socket or indented clasp, not pull-down hooks or bars;**
 - (c) supply and return grilles shall have openings no greater than 3/16 inch or have 16-mesh per square inch;**
 - (d) beds, desk surfaces, and shelves shall have no sharp edges and be configured to prevent attachment;**
 - (e) light fixtures shall be tamper resistant;**
 - (f) fixtures such as mirrors shall be mounted using tamper resistant fasteners; and,**
 - (g) fire sprinkler heads inside rooms shall be designed to prevent attachment.**
 - (3) Health and sanitation.** Provisions of Subchapter 4, Title 15, California Code of Regulations, and of the California Uniform Retail Food Facilities Law as they relate to detention facilities shall be incorporated into the facility design.
 - (4) Single and/or double occupancy cells.** In any local detention system the number of single and/or double occupancy cells shall be that number, determined by the facility/system administrator in conjunction with the

Corrections Standards Authority, necessary to safely manage the population of the facility/system based on a comprehensive needs assessment which accounts for those inmates projected to be:

- (a) administrative segregation cases,**
- (b) persons with disabilities,**
- (c) custodial problems, and/or**
- (d) likely to need individual housing for other specific reasons as determined by the facility/system administration.**

The total number of single and/or double occupancy cells shall not be less than 10 percent of the system's Corrections Standards Authority rated capacity. The local detention facility/system shall comply with all other design requirements contained in these regulations.

- (5) Staff and inmate safety. Facilities shall be designed and/or equipped in such a manner that staff and inmates have the ability to summon immediate assistance in the event of an incident or an emergency.**
- (6) Heating and cooling. Provision shall be made to maintain a comfortable living environment in accordance with the heating, ventilating, and air conditioning requirements of Parts 2 and 4, and the energy conservation requirements of Part 6, Title 24, California Code of Regulations.**
- (7) Acoustics. Housing areas shall be designed and constructed so that the average noise level does not exceed 70 decibels during periods of activity and 45 decibels during sleeping hours.**
- (8) Living Areas. Living areas shall be separated from the area for reception and booking.**
- (9) Spaces for persons with disabilities.**
 - (a) Housing cell or room. A cell or room for an inmate with a disability using a wheelchair must have an appropriate entry and toilet, wash basin and drinking fountain which the inmate can utilize without personal assistance.**
 - (b) Other spaces within the security perimeter such as day rooms and activity areas shall be located such that persons with disabilities will not be excluded from participating in any program for which he or she would otherwise be eligible. Accessible showers for inmates with disabilities shall be available.**
 - (c) Spaces outside the security perimeter. Public areas of a local detention facility shall comply with the applicable chapters of Title 24, Part 2 of the California Code of Regulations.**
- (10) Security. The design should facilitate security and supervision appropriate to the level of inmate custody.**
- (11) Glazing. Internal and external facility glazing shall be appropriate to the security level of the detention area or room.**
- (12) Hair care space. Space and suitable equipment must be provided in all Type II or Type III facilities for men's haircutting and/or female hairdressing.**

- (13) Floor drains shall be provided where operationally and mechanically appropriate.
- (14) Medical/mental health care housing shall be designed in consultation with the health authority. Medical/mental health areas may contain other than single occupancy rooms.
- C. The design of a court holding or temporary holding facility must include and comply with the following subsections of Section 13-102(c)6B: (1), (2), (3), (5), (6), (7), (9), (10), and (13). Court holding facilities shall have separate paths of travel for inmates from those used by the public.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: This regulation outlines fundamental principles that govern the design of local detention facilities. Specific rules relating to the implementation of many of these principles are provided in **Title 24, Part 2, Section 470A**.

Fire Safety: There are other **Title 24** regulations, in addition to the jail-related regulations contained in **Parts 1 and 2**, that impact facility design. Especially with regard to fire safety, architects must take into consideration all of the building regulations contained in **Title 24** and the non-building regulations, such as those requiring fire extinguishers, that are in **Title 19**.

Suicide Hazards: CSA staff can assist in identifying appropriate light fixtures, clothing hooks, air vent covers, fire sprinkler heads, etc., that will reduce the risk of suicide. Handrails/grab bars may be required by local building code or the ADA; however, special consideration should be given to their placement and design to minimize recognized hazards to the safety of a suicide prone inmate. Metal strips, grates, or holes in bunks that provide an area for suicide are to be prevented and eliminated to the extent possible. Specific suicide hazards also relate to the placement of telephones and telephone cord length. Telephone cords provide a mechanism for suicide attempts and consideration of telephone placement should be given in the design of a facility. Telephones should be placed in locations where they can be observed by staff. Because inmates have used telephone cords in suicides and suicide attempts, a short receiver cord should be considered and there are alternative telephone designs that eliminate the cord entirely.

Health and Sanitation: The design and planning of this area to meet health and sanitation standards will require the use of experts and individuals with experience in operating and designing the kitchen and in selecting the appropriate equipment. In addition to **Title 24, Part 5, California Plumbing Code**, local environmental health agencies should be consulted. Water temperature for dishwashing and sanitizing, laundry equipment, water for food handlers' hand washing and tempered water for showers are considerations requiring planning and review. Storage areas for food are always major considerations in the food preparation areas.

Single and/or Double Occupancy Cells: In designing a facility and in making the assessment of the number of single and/or double occupancy cells needed, the architect and facility administrator must look at the building (and each building in the system) as a whole. It is essential to consider, in

addition to the criteria identified in this regulation, the elements defined in **Part 2 of Title 24**, such as: square footage; toilets; showers; wash basins; tables and seating; and exercise area(s). Also essential to consider are the exiting requirements in the State Fire Marshal's regulations (**California Building Code, Title 24, Section 1022A of the Appendix to Chapter 10**). Each element has bearing on how the building(s) can be used and how much flexibility the facility administrator will have in operating the facility or modifying its functions over its useful life. The decision to increase the capacity of a facility cannot be made arbitrarily. Both minimum jail standards and fire and life safety standards are affected by increasing a facility's capacity.

The Corrections Standards Authority and others have historically tried to establish the appropriate number of single occupancy cells, but no number was universally acceptable. Some systems look at single cells as a reward; others use them to control problem behavior. Some systems use a large number of single cells; others prefer fewer. Some inmates are not appropriate for double occupancy cells, such as those requiring administrative segregation, mentally disordered inmates, inmates who pose certain custodial problems, etc. Facility policy and procedures, together with the classification plan should outline criteria to safely manage the inmate population.

This regulation enables the facility/system administrator, in conjunction with the Corrections Standards Authority, to determine the appropriate number of single and/or double occupancy cells needed for their particular facility or system; however, the total number of single and/or double occupancy cells cannot be less than 10 percent of the entire system's capacity. (While this regulation references Type I, Type II, Type III, or Type IV facilities, it is understood that Type IV facilities are not required to have single or double occupancy cells.)

Staff and Inmate Safety: When considering staff and inmate safety, secure control rooms require special attention. Control room staff could have a medical or other emergency that requires immediate aid. The architect and facility administrator should decide how entry to the secure control area(s) will be made in such circumstances. If one person is to be in a control center for a full shift, providing access to a toilet without breaching security is important.

Heating, Cooling and Ventilation: Generally, temperature control will vary between seasons. Absent local requirements to the contrary, reasonable ranges are between 66 to 78 degrees during summer months and 63 to 73 degrees during winter months. Constructed of concrete and steel, facilities tend to be cold. If thermostats are maintained at the low end of the range in the winter, be prepared to provide inmates with extra blankets and clothing to keep them from being uncomfortably cold.

The ventilation system should be designed in accordance with **California Energy Commission** regulations relating to areas other than offices. The Corrections Standards Authority recommends an air exchange rate of 10 cubic feet per minute for each occupant as a general guideline. In addition, consideration must be given to preventing the transmission of airborne diseases and the ventilation requirements for negative pressure isolation rooms. The design of the heating, ventilation and air conditioning system(s) can help in that regard by preventing

potentially contaminated air from medical or housing areas from being vented to other parts of the facility.

Acoustics: It is difficult to design a detention facility to produce acceptable sound levels when cost saving is a driving factor. New generation facilities, however, have gone a long way in inadvertently controlling sound. This is accomplished by decentralizing services for inmates (e.g., visiting, dining, medical care, etc.), the design of smaller controlled housing areas, solid cell fronts and solid swing doors in lieu of open steel bars, noisy plumbing fixtures required inside of cells, intercoms at mouth levels, more efficient HVAC units, etc. However, due to security concerns, the surfaces are still hard (concrete and steel), thus contributing to a high level of noise.

Some counties have retrofitted their facilities after experiencing intolerable noise levels that often challenged the effectiveness of the audio monitoring system. Not all problems can be anticipated and retrofitting is not necessarily a poor way to approach the acoustics solution, especially if budget is a consideration. Retrofit designs respond to the actual noise problems encountered in the facility, and allow acoustical designers to strategically place acoustic materials to maximize their fullest potential.

Spaces for Persons with Disabilities: Facility administrators and architects need to be aware that there are other state and federal requirements related to persons with disabilities in addition to this regulation and others in **Title 15** and **Title 24**. The **Americans with Disabilities Act (ADA)**, in particular, will affect the design of a facility and should be considered when planning new construction or undertaking renovation. One consideration that is periodically overlooked is the height at which inmate telephones are installed. Consideration should be given to placing telephones at such a height that they will be accessible to all inmates. Jurisdictions should discuss these issues with their local ADA compliance contact person.

Security: The external perimeter is an important and integral part of the overall design requiring considerable evaluation. Outside security fencing, delivery areas, public entrances, outside lighting and numerous other factors must be evaluated.

The security implications associated with the direction of a door swing is one of many issues that should be considered. Outward swinging doors give staff greater control of the door and decrease the potential for staff to be pulled into a cell. Inward swinging doors can be blocked preventing staff from entering the cell in an emergency. When appropriate, sliding doors may be a better alternative to swinging doors.

The maintenance and repair work inside a facility requires tools and equipment necessary to complete the work. Although somewhat expensive, designing buildings with an external chase to repair plumbing fixtures or electrical components eliminates most problems associated with a lost screwdriver, the misplaced hacksaw, etc. Workers are able to enter the external chase and complete the work outside the inmates' housing units.

Food pass openings or cuffing ports (other than those specified in **470A.2.5, Safety Cell**) are not required in doors to single/double occupancy cells, dormitories, law libraries, sobering cells etc., although they should be considered. In designing the openings, it is not necessary to adhere to the dimensional requirements described in **470A.2.5**, nor does the height requirement of that section apply to other doors. In multi-use applications (food pass and cuffing port) the size of the opening should be larger than those in safety cells and the height from the floor may be higher to make cuffing easier and mitigate the potential for staff injuries.

Glazing: Special emphasis should be placed in the selection of windows (as described in **Section 470A.3.7, Windows**) in terms of “security glazing.” Security glazing generally refers to glass-clad polycarbonate that is specifically designed and manufactured to resist damage as a result of singular, periodic or sustained attack. Security glazing is rated by the **American Society for Testing and Materials (ASTM)** in attack durations of 15, 30, and 60 minutes. Tempered glass is not considered security glazing. In some instances, security glazing will be used as a component within the security perimeter. In such areas as visiting booths or public contact windows, a ballistic rating should also be considered.

In addition to the glass itself, window frames should be carefully examined so that security is not compromised by the design of the window frame. Attention should be paid to the location and style of screws used to fasten the window frame. There have been instances where inmates have escaped through glazing in non-contact visiting areas. In these cases, the frame for the glazing had the security screws on the public side to prevent tampering by inmates. However, the public had access to tools to deflect the security screws. The escapes were effected by removing the frame and the glazing allowing the inmate to escape through the public side of visiting. Whether the security screws are on the public side or on the inmate side, apply tack welds to each window frame to prevent removal of the glazing.

Floor Drains: Floor drains are an important consideration in facility design. The drains become critical in handling situations of flooding by disruptive inmates. The drains can decrease the likelihood of damage to the facility and can speed the restoration of order. Further, retrofitting a facility with floor drains at a later time may prove to be cost prohibitive.

Medical/Mental Health Care Housing and Treatment Space: The design requirements for health care housing is a very specialized area which needs the advice and counsel of experts. The facility administrator, in consultation with the health authority, will need to evaluate the level of medical and mental health service to be delivered at the facility and what level of service will be provided in hospitals, outpatient clinics, or doctors' offices. This care includes the services of dentists, x-ray requirements, office space and rooms for filing of medical information. The health authority must be included in evaluating the needs and designs of the medical and mental health care housing area. The guidelines and regulations in **Title 15, Article 10, Medical/Mental Health Services**, provide the procedural requirements for the health care of inmates.

Other Design Considerations:

Modesty: Modesty has been the source of considerable litigation and is of particular importance in facilities that hold both male and female inmates. Related to this section are **Section 470A.2.22**, which requires audio or video monitoring systems but suggests that visual electronic surveillance should not be used in toilet or bathing areas, and **Section 470A.3.1**, which requires that toilet and shower areas provide modesty for inmates with staff being able to visually supervise. These are essentially two contradictory concepts in any detention facility – inmate modesty on one hand and staff supervision on the other. The difficulties inherent in achieving a workable balance may be complicated by cross gender supervision, but the problem is not insurmountable. As noted in the guideline to **Section 470A.3.1, Toilets/Urinals**, the configuration of single and double occupancy cells may be such that it affords the level of modesty necessary.

Court Holding and Temporary Holding Facilities: Many of the elements required by this regulation and **Section 470A of Title 24, Part 2**, are necessary in court holding and temporary holding facilities as well as in Type I, II, III, and IV facilities. As outlined in Part C of this regulation, when planning a court holding facility or a temporary holding facility, plans must provide: fire safety pursuant to Subsection (1); reduction of suicide hazards as required in Subsection (2); appropriate health and sanitation features as described in Subsection (3); staff and inmate safety per Subsection (5);adequate heating and cooling per Subsection (6); proper acoustics as delineated in Subsection (7); accommodation for inmates with disabilities per Subsection (9); and security appropriate to the level of inmates anticipated per Subsection (10). In addition, Subsection (13), Floor Drains was originally intended to apply to court and temporary holding facilities.

13-102 (c) 7. Pilot Projects.

The pilot project is the short-term method used by a local detention facility/system, approved by the Corrections Standards Authority, to evaluate innovative programs, operations or concepts which meet or exceed the intent of these regulations.

The Corrections Standards Authority may, upon application of a city, county or city and county, grant pilot project status to a program, operational innovation or new concept related to the operation and management of a local detention facility. An application for a pilot project shall include, at a minimum, the following information:

- (a) The regulations which the pilot project will affect.**
- (b) Review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.**
- (c) The applicant’s history of compliance or non-compliance with standards.**
- (d) A summary of the “totality of conditions” in the facility or facilities, including but limited to:**
 - (1) program activities, exercise, and recreation;**

- (2) adequacy of supervision;
 - (3) types of inmates affected; and,
 - (4) inmate classification procedures.
- (e) A statement of the goals the pilot project is intended to achieve, the reasons a pilot project is necessary and why the particular approach was selected.
- (f) The projected costs of the pilot project and projected cost savings to the city, county, city and county, if any.
- (g) A plan for developing and implementing the pilot project including a time line where appropriate.
- (h) A statement of how the overall goal of providing safety to staff and inmates will be achieved.

The Corrections Standards Authority shall consider applications for pilot projects based on the relevance and appropriateness of the proposed project, the completeness of the information provided in the application, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Corrections Standards Authority members from requesting additional information necessary to make a determination that the pilot project proposed actually meets or exceeds the intent of the regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board's consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for a pilot project is approved by the Corrections Standards Authority, the Board shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for the pilot project. Regular progress reports and evaluative data on the success of the pilot project in meeting its goals shall be provided to the Board. If disapproved, the applicant shall be notified in writing, within 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

Pilot project status granted by the Corrections Standards Authority shall not exceed twelve months after its approval date. When deemed to be in the best interest of the application, the Corrections Standards Authority may extend the expiration date for up to an additional twelve months. Once a city, county, or city and county successfully completes the pilot project evaluation period and desires to continue with the program, it may apply for an alternate means of compliance as described in Section 13-102(c)8 of these regulations.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Please see **Title 15, Sections 1007, Pilot Projects and 1008, Alternate Means of Compliance**, as well as **Title 24, Sections 13-102(c)8** for discussion of **Alternate Means of Compliance**. The concepts behind operational request (**Title 15**) and physical plant requests (**Title 24**) are similar.

Regulations provide practical standards for facility design and operation; however, since there are differences between jurisdictions and new correctional practices may arise, this regulation allows for innovative experimentation with new approaches to meet the intent of these regulations. An approach may take the form of a pilot project, and after completing an evaluation period, may be considered for approval as an **Alternate Means of Compliance [Section 13-102(c)8]**. If the approach proves successful and has statewide applicability, it may be considered for incorporation into regulation during future revisions.

Both the pilot project and the alternate means of compliance require Corrections Standards Authority approval; the facility administrator must work with CSA staff to initiate this process. The regulation describes criteria by which the CSA will evaluate the potential project and monitor its effectiveness. To be considered, the department must demonstrate that their proposed approach at least meets or exceeds the intent of the original regulation. Pilot project status is generally granted for a one year development and testing period; however, at its discretion, the CSA may extend the pilot project timeframe. When a pilot project has successfully completed the period of testing and development, and within 30 days prior to expiration of the pilot, the department may apply for an alternate means of compliance.

13-102 (c) 8. Alternate Means of Compliance.

The alternate means of compliance is the long-term method used by a local detention facility/system, approved by the Corrections Standards Authority, to encourage responsible innovation and creativity in the operation of California's local detention facilities. The Corrections Standards Authority may, upon application of a city, county, or city and county, consider alternate means of compliance with these regulations after the pilot project process has been successfully evaluated (as defined in Section 13-102(c)7). The city, county, or city and county must present the completed application to the Corrections Standards Authority no later than 30 days prior to the expiration of its pilot project.

Applications for alternate means of compliance must meet the spirit and intent of improving jail management, shall be equal to or exceed the existing standard(s) and shall include reporting and evaluation components. An application for alternate means of compliance shall include, at a minimum, the following information:

- (a) review of case law, including any lawsuits brought against the applicant local detention facility, pertinent to the proposal.**
- (b) The applicant's history of compliance or non-compliance with standards.**

- (c) A summary of the “totality of conditions” in the facility or facilities, including but not limited to:
 - (1) program activities, exercise and recreation;
 - (2) adequacy of supervision;
 - (3) types of inmates affected; and,
 - (4) inmate classification procedures.
- (d) A statement of the problem the alternate means of compliance is intended to solve, how the alternative will contribute to a solution of the problem and why it is considered an effective solution.
- (e) The projected costs of the alternative and projected cost savings to the city, county, city and county if any.
- (f) A plan for developing and implementing the alternative including a time line where appropriate.
- (g) A statement of how the overall goal of providing safety to staff and inmates was achieved during the pilot project evaluation phase (Section 13-102(c)7).

The Corrections Standards Authority shall consider applications for alternative means of compliance based on the relevance and appropriateness of the proposed alternative, the completeness of the information provided in the application, the experiences of the jurisdiction during the pilot project, and staff recommendations.

Within 10 working days of receipt of the application, Board staff will notify the applicant, in writing, that the application is complete and accepted for filing, or that the application is being returned as deficient and identifying what specific additional information is needed. This does not preclude the Corrections Standards Authority members from requesting additional information necessary to make a determination that the alternate means of compliance proposed meets or exceeds the intent of these regulations at the time of the hearing. When complete, the application will be placed on the agenda for the Board’s consideration at a regularly scheduled meeting. The written notification from the Board to the applicant shall also include the date, time and location of the meeting at which the application will be considered. (The Board meeting schedule for the current calendar year is available through its office in Sacramento.)

When an application for an alternate means of compliance is approved by the Corrections Standards Authority, the Board shall notify the applicant, in writing within 10 working days of the meeting, of any conditions included in the approval and the time period for which the alternate means of compliance shall be permitted. The Corrections Standards Authority may require regular progress reports and evaluative data as to the success of the alternate means of compliance. If disapproved, the applicant shall be notified in writing, with 10 working days of the meeting, the reasons for said disapproval. This application approval process may take up to 90 days from the date of receipt of a complete application.

The Corrections Standards Authority may revise the minimum jail standards during the next biennial review (reference Penal Code Section 6030) based on data and information obtained during the alternate means of compliance process. If, however, the alternate

means of compliance does not have universal application, a city, county, city and county may continue to operate under this status as long as they meet the terms of this regulation.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Please see **Title 15, Sections 1007, Pilot Projects and 1008, Alternate Means of Compliance**, as well as **Title 24, Sections 13-102(c)7** for discussion of alternate means of compliance and pilot projects in the context of facility design and construction. The concepts behind operational request (**Title 15**) and physical plant requests (**Title 24**) are similar.

The alternate means of compliance is initiated either by applying to the CSA 30 days prior to the conclusion of a pilot project or upon direct application. Typically, projects will have completed an evaluation period as a pilot project prior to going before the Corrections Standards Authority to request a more permanent approval of their alternate approach to the regulation. As with pilot projects, the department must demonstrate that their approach at least meets or exceeds the intent of the original regulation.

An alternate means of compliance is a more permanent authorization for an alternative approach to compliance than the pilot project. Approval is typically considered “permanent” as long as the department implements the approach in the manner approved by the CSA; however, the CSA may determine another timeframe on a case-by-case basis. An alternate means of compliance is granted under an identifiable set of circumstances. If the local agency materially alters the circumstances, the CSA retains the authority to vacate the alternate approach for compliance. If the alternate means of compliance approach has universal application, it may be taken into consideration during future regulation revisions.

470A.1 DEFINITIONS.

Corrections Standards Authority means the State Corrections Standards Authority, which board acts by and through its executive officer, deputy director and field representatives.

Living Areas means those areas of a facility utilized for the day-to-day housing and activities of inmates. These areas do not include special-use cells such as sobering, safety and holding or staging cells normally located in receiving areas.

Local Detention Facilities means any city, county, city and county, or regional jail, camp, court holding facility or other correctional facility, whether publicly or privately operated, used for the confinement of adults or of both adults and minors, but does not include that portion of a facility for the confinement of both adults and minors which is devoted only to the confinement of minors. The types of local detention facilities are as follows:

Court Holding Facility means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

Temporary Holding Facility means a local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility or appearance in court.

Type I Facility means a local detention facility used for the detention of persons for not more than 96 hours, excluding holidays, after booking. Such a Type I facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the inmate. As used in this section, an inmate worker is defined as a person assigned to perform designated tasks outside of his or her cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five day scheduled work week.

Type II Facility means a local detention facility used for the detention of persons pending arraignment, after arraignment, during trial and upon a sentence of commitment.

Type III Facility means a local detention facility used only for the detention of convicted and sentenced persons.

Type IV Facility means a local detention facility or portion thereof designated for the housing of inmates eligible, under Penal Code Section 1208, for work/education furlough and/or other programs involving inmate access into the community.

Rated Capacity means the number of inmate occupants for which a facility's single and double occupancy cells or dormitories, except those dedicated for health care or disciplinary isolation housing, were planned and designed in conformity to the standards and requirements contained herein and in Title 15, CCR.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Please refer to the guidelines to Title 24, Part 1, Section 13-102(a), Definitions, and Section 13-102(c)3, Operational Program Statement, as well as Title 15, Section 1006, Definitions, for discussion about these and other relevant definitions.

470A.2.1 Reception and Booking.

Facilities where booking and housing occur shall have the following space and equipment:

470A.2.1.1 Weapons locker as specified in Section 470A.3.12.

- 470A.2.1.2 A cell or room for the confinement of inmates pending their booking, complying with Section 470A.2.2.
- 470A.2.1.3 A sobering cell as described in Section 470A.2.4, if intoxicated inmates who may pose a danger to themselves or others are held. For those facilities that accept male and female intoxicated inmates, two sobering cells shall be provided.
- 470A.2.1.4 Access to a shower within the secure portion of the facility.
- 470A.2.1.5 Provide access to a secure vault or storage space for inmate valuables.
- 470A.2.1.6 A safety cell or cells as described in Section 470A.2.5 if the program statement identifies the need for such a cell.
- 470A.2.1.7 Telephones which are accessible to the inmates.
- 470A.2.1.8 Unobstructed access to hot and cold running water for staff use.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: This regulation does not expressly apply to temporary holding and court holding facilities because booking does not occur in all temporary holding facilities or in most court holding facilities. Nonetheless, many of the elements of this regulation are required in temporary and court holding facilities by subsequent sections (**Section 470A.2, Exceptions** and **Section 470A.3, Exceptions**).

Weapons Locker: See **Section 470A.3.12, Weapons Locker**, relative to this section. This requirement reflects the basic principle that firearms should not be taken into the confinement area because of the danger that a prisoner might obtain possession of the weapon.

Temporary Holding Cell(s) or Room(s): An adequate temporary holding cell or room must be included as part of the reception and booking area. Some facilities provide an open seating area adjacent to the booking station for those individuals awaiting booking or other processing who do not need to be confined in a cell. Having both an open seating area and a secure holding cell(s) provides the facility staff with useful options; note, however, that the open area cannot be a substitute for the temporary holding cell.

Sobering Cell(s): Determining if a sobering cell is required in the reception and booking area is based on the description in the **Operational Program Statement [Section 13-102(c)3]** of the types of prisoners to be received and housed. A sobering cell is often required even though the program for the planned facility does not envision housing individuals arrested for intoxication. A proportion of arrestees, no matter what the charge, are intoxicated at the time of arrest and a danger to themselves or others due to their state of intoxication. They should be initially housed in a sobering cell. More than one sobering room or cell may be needed if males and females are to be booked. Please see **Title 15, Section 1056, Use of Sobering Cell**, for procedures governing the use of sobering cells or rooms.

Shower: A shower is required in all facilities where booking and housing occur. Showers are required if the facility has a sobering cell(s) because of the cleanliness and sanitation issues involved

with intoxicated inmates (**Section 470A.2.4, Sobering Cell**). Building a temporary holding facility without a shower limits that facility from ever housing inmates or keeping them overnight, whereas having a shower increases the facility's flexibility. In those temporary holding facilities which do not handle inebriates and hold no inmates for sleeping, a shower may not be essential. But in most other facilities, the presence of at least one shower will prevent jail staff from having to remain in contact with detainees who lose control of bodily functions or are in need of basic hygiene.

Secure Storage: Provision for secure storage of watches, jewelry, and other valuables is a sensible and necessary precaution. This regulation requires access to a secure vault or storage space for inmate valuables and could help protect facilities from alleged and actual losses of inmate valuables. The space can be part of the overall storage required (**Section 470A.21, Storage Spaces**), but it must be separate enough to be secure. It is advisable to limit the number of keys to the secure vault or space. The facility manager will need to establish policy and procedures and a system of key control to ensure accountability.

Safety Cell(s): The arguments for including one or more safety cells (**Section 470A.2.1.6, Safety Cells**) in the reception and booking area parallels those for including sobering cells. Most facilities will have occasion to book individuals who fit the criteria outlined in **Title 15, Section 1055, Use of Safety Cell**, and so must be housed separately, at least temporarily, in a safe environment. The plumbing fixtures, unpadded walls, and large areas of glass that are suitable in a sobering cell are not suitable for these individuals. The conditions that dictate that a person to be placed in a safety cell require frequent observation of that person. Accordingly, it is good practice to locate at least one of these cells in the booking area so a newly received person can be safely and quickly contained without having to be moved through the entire facility and so staff can conveniently carry out casual as well as required observations. If the facility has sheltered housing for mental health inmates, that also might be a location for additional safety cell(s).

Telephone: Locating telephones in booking and housing areas eases management and movement problems and reduces tension in the inmate population. (See guidelines to **Section 13-102(c)6, Design Requirements**, concerning telephone placement, cord length and height.)

Wash Basins: Generally, little is known about inmates' health during the intake process. Hand washing is an important element in stopping the transmission of communicable diseases (**Sections 1051, Communicable Diseases, 1206.5, Management of Communicable Diseases in a Custody Setting and 1207, Medical Receiving Screening**). For this reason, although this is largely a staff safety issue under the purview of the California Occupational Safety and Health Administration (OSHA), access to hot and cold water in or near booking areas is required.

Additional Considerations: This regulation defines the minimum requirements for the reception and booking area. It does not address all of the functions that are normally carried out in this part of a local detention facility. In designing a reception and booking area, consider whether the following functions will occur, and how best to arrange the space in order to perform them:

Fingerprinting: Fingerprinting is an intrinsic part of the booking process and appropriate space must be available in the booking area. Space should be allowed for the person who is taking the fingerprints to stand beside the person whose prints are being taken as well as room for the LiveScan or other equipment required. Although law enforcement agencies are commonly required to fingerprint job applicants, it is not appropriate to locate space for this public service in the booking area.

Photography: Photographing arrestees, like taking their fingerprints, is a standard part of the booking process for which space should be provided.

Sobriety Testing: If the **Operational Program Statement [Section 13-102(c)3]** specifies that blood alcohol tests will be carried out in the facility, space for the necessary equipment should be provided in the reception and booking area.

Medical Examination Room: The booking and reception area can be an appropriate location for a nurse's room or examination room (**Section 470A.2.12.**).

Classification Area: The decision as to whether an individual is a suitable candidate for a release or diversion program often can be effectively accomplished in the booking and reception area, in an office or other place where staff can talk confidentially with inmates.

Interview Room(s): One or more multipurpose interview rooms can be useful in the reception and booking area. They may be used for a variety of purposes such as probation and parole, attorney, and bail bondsman interviews and should be subject to continuous visual observation by staff. Special requirements concerning attorney visitation are discussed in **Section 470A.2.26, Attorney Interview Space**.

Clothing Issue: Normally, once an individual has gone through the shower process, that person should receive an issue of clothing. It may not be appropriate to store inmate clothing and possessions (other than valuables) in or near the reception area, but space should be provided in that area issuing clothing.

Janitorial and Miscellaneous Storage: Few detention facilities have adequate general storage space. Storage for janitorial supplies and other materials should be included in the plan for the reception area.

Staff Functions: Office space is normally required for record keeping and other clerical activities associated with the intake process. Including a watch commander's or shift supervisor's office will allow key personnel and other interactions to take place confidentially in the booking area. Space for staff toilet facilities should also be included and consideration should be given to providing an area for arresting officers to make telephone calls and produce prebooking paperwork.

470A.2.2 Temporary Holding Cell or Room.

A temporary holding cell or room shall:

- 470A.2.2.1** Contain a minimum of 10 square feet of floor area per inmate;
- 470A.2.2.2** Be limited to no more than 16 inmates;
- 470A.2.2.3** Be no smaller than 40 square feet and have a clear ceiling height of 8 or more feet;
- 470A.2.2.4** Contain seating to accommodate all inmates as required in Section 470A.3;
- 470A.2.2.5** Contain a toilet, wash basin and drinking fountain as specified in Section 470A.3;
- 470A.2.2.6** Maximize visual supervision of inmates by staff; and,
- 470A.2.2.7** When located in a temporary holding facility, the cell or room shall be equipped with a bunk if inmates are to be held longer than 12 hours.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The limitation on the maximum capacity of temporary holding cells is predicated on two basic premises: (1) the difficulty of providing effective supervision for more than 16 persons; and, (2) flexibility in terms of inmate segregation. Both ease of management and flexibility are improved by having several relatively small holding cells, as opposed to one or two large cells. This allows for any separation of inmates and observation, as determined to be necessary during the booking process. Please see the **Introduction** to this document for a discussion of the clear ceiling height.

The maximum capacity of a locked holding cell or room is determined by the most restrictive of either square footage as discussed in this regulation (10 square feet of floor space per inmate) or by the available seating (eighteen inches of bench for each person) as discussed in **Section 460A.3.10, Seating**. See the guidelines to **Section 460A.2.1, Reception/Intake Admission**, for a discussion regarding open holding areas.

Toilet, Wash Basin and Drinking Fountain: All temporary holding cells or rooms must have a toilet, wash basin and drinking fountain in the cell. This regulation does not accept access to such equipment in an adjoining area as being in compliance. See **Sections 470A.3.1, .2, and .3** for specific requirements.

Visual Supervision: To maximize visual supervision of inmates, the temporary holding cell or room must have a window large enough, and at an appropriate height, so staff can see into the entire cell or room without stepping inside. Every effort must be made to avoid “blind” corners or areas hidden from the view of staff. Since it is also necessary to provide for the modesty of inmates using toilet areas, appropriate modesty panels or partitions should be considered when these cells can be viewed from corridors or booking stations in combination with where the toilet is located in the room.

Closed circuit television (CCTV) should not be used to supervise inmates in cells or living areas, as it is extremely difficult for staff to maintain an adequate level of attention viewing a television monitor focused on a relatively static situation. CCTV is more appropriate for hallways, corridors and elevators. If used in certain cells, it can only supplement (not replace) direct observation by staff. (Please see the guideline to **Section 470A.2.22, Audio Monitoring** for more discussion of this issue.)

Bunk: A bunk is required if inmates are held for any period longer than 12 hours. Many temporary holding facilities keep inmates only a short period of time, but whenever a person is held for 12 hours or more, there should be a place for the person to lie down, regardless of the time of day. **Title 15, Section 1270, Standard Bedding and Linen Issue**, also applies.

470A.2.3 Temporary Staging Cell or Room.

A temporary staging cell or room shall:

- 470A.2.3.1 Be constructed for the purpose of holding inmates who have been classified and segregated in accordance with Sections 1050 and 1053 of Title 15, Division 1, California Code of Regulations.**
- 470A.2.3.2 Be limited to holding inmates up to four hours.**
- 470A.2.3.3 Be limited to no more than 80 inmates.**
- 470A.2.3.4 Contain a minimum of 10 square feet of floor area per inmate and a clear ceiling height of 8 or more feet.**
- 470A.2.3.5 Be no smaller than 160 square feet.**
- 470A.2.3.6 Contain seating to accommodate all inmates as required in Section 470A.3.**
- 470A.2.3.7 Contain toilets, wash basins and drinking fountains as specified in Section 470A.3.**
- 470A.2.3.8 Maximize visual supervision of inmates by staff.**

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: As with **Section 470A.2.2, Temporary Holding Cells or Room**, the guidelines relating to “clear ceiling height,” availability of toilet facilities and maximizing visual supervision of inmates are applicable to this regulation.

While the rationale for limiting the size of a temporary holding cell (**Section 470A.2.2**), is valid, very large jails frequently gather large groups of inmates for transportation to courts or other facilities. The staging cell option helps to alleviate the logistical problems involved in handling these large groups of inmates. However, whenever large numbers of inmates are held in one room or cell, particular attention must be paid to their classification. Only inmates who have completed the classification process described in **Title 15, Section 1050, Classification**, can be placed in a temporary staging cell or room in lieu of a temporary holding cell.

See the **Introduction** to this document for a discussion of the clear ceiling height. See **Sections 470A.3.1, .2 and .3** for specific requirements regarding toilets, wash basins and drinking fountains.

470A.2.4 Sobering Cell.

A sobering cell shall:

- 470A.2.4.1** **Contain a minimum of 20 square feet of floor area per inmate;**
- 470A.2.4.2** **Be limited to 8 inmates;**
- 470A.2.4.3** **Be no smaller than 60 square feet and have a clear ceiling height of 8 or more feet;**
- 470A.2.4.4** **Contain a toilet, wash basin and drinking fountain as specified in Section 470A.3;**
- 470A.2.4.5** **Have padded partitions located next to toilet fixture in such a manner that they provide support to the user;**
- 470A.2.4.6** **Maximize visual supervision of inmates by staff; and,**
- 470A.2.4.7** **Be padded on the floor as specified in Section 470A.3.**
- 470A.2.4.8** **Have accessible a shower in the secure portion of the facility**

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Title 15, Section 1056, Use of Sobering Cell, outlines the proper use of sobering cells and the operational requirements related to holding inmates in such cells. The high degree of liability related to sobering cells and safety cells (**Section 470A.2.5, Safety Cells**) makes it advisable to locate these cells in or near the receiving or booking area so that staff can perform casual as well as required supervision to the greatest extent possible. If both males and females are booked, there must be a sufficient number of sobering cells for both, as noted in the guideline to **Section 470A.2.1, Reception and Booking**. If there is not a sufficient number of sobering cells for all intoxicated males and females who require placement in the cell, the facility policy and procedures must outline how the situation will be handled.

Because it is necessary to provide a high level of supervision of inmates in the sobering cell, the maximum capacity is set at eight people. This is half the number of inmates that can be held in general holding cells and allows twice the floor area per person. There is to be no bench, seating, platform or other raised area in a sobering cell. Given the condition of inmates housed in sobering cells (the inmate may be staggering, combative, etc.), the raised area could be an obstacle that could result in officer or inmate injury. See the **Introduction** to this document for a discussion of clear ceiling height.

See **Sections 470A.3.1, .2 and .3** for requirements for toilets/urinals, wash basins, and drinking fountains as required for this section. This standard purposefully excludes handrails. Handrails can be used as hanging devices and in their place, this regulation requires a padded partition next to the toilet fixtures to provide support for the user. The partition is intended to yield both safety and modesty, but must still allow for visual supervision by staff. Shower access is required because of

the cleanliness and sanitation issues involved with intoxicated inmates. The detailed requirements for cell padding this section are set out in **Section 470A.3.8, Cell Padding**.

470A.2.5 Safety Cell.

A safety cell shall:

- 470A.2.5.1** Contain a minimum of 48 square feet of floor area with no one floor dimension being less than 6 feet and a clear ceiling height of 8 or more feet;
- 470A.2.5.2** Be limited to one inmate;
- 470A.2.5.3** Contain a flushing ring toilet, capable of accepting solid waste, mounted flush with the floor, the controls for which must be located outside of the cell;
- 470A.2.5.4** Be padded as specified in Section 470A.3;
- 470A.2.5.5** Be equipped with a variable intensity, security-type lighting fixture which is inaccessible to the inmate occupant, control of which is located outside of the cell;
- 470A.2.5.6** Provide one or more vertical view panels not more than 4 inches wide nor less than 24 inches long which shall provide a view of the entire room; and,
- 470A.2.5.7** Provide a food pass with lockable shutter, no more than 4 inches high, and located between 26 inches and 32 inches as measured from the bottom of the food pass to the floor.
- 470A.2.5.8** Any wall or ceiling mounted devices must be inaccessible to the inmate occupant.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Title 15, Section 1055, **Use of Safety Cell** describes the purpose of safety cells. **Section 1083, Limitations on Disciplinary Actions**, clarifies that they are not to be used for disciplinary purposes. As noted in the guidelines to **Section 470A.2.4, Sobering Cell**, and **Section 470A.2.1.6, Reception and Booking**, the conditions that cause staff to place a person in a safety cell require that the person be observed frequently; thus, it is a good idea to locate at least one of these cells in the receiving or booking area so that an inmate who is acting out can be safely and quickly contained and staff can carry out casual as well as the required observations.

Size and Clear Ceiling Height: Safety cells are designed to minimize the risk of accidents and injuries and are required to have at least 48 square feet to reduce the possibility of self-inflicted injuries. It is especially important that safety cells be designed with a clear ceiling height of at least eight feet to prevent tampering with light fixtures, sprinklers, and other mechanical features in the cell. Please see the **Introduction** to these guidelines for more about clear ceiling height.

View Panels and Padding: The purpose of the four-inch wide vertical view panels required in this section is to allow facility staff to see the entire safety cell without having to enter the cell, while still protecting the inmate from self-inflicted injury. Due to the width of these view panels, it may be necessary to have more than one view panel to see the entire space.

There have been instances in which the cell padding has been beveled around the view panel into this cell. While this detail may prohibit an inmate from tearing at the wall padding, it may also allow an inmate an opportunity to bang his or her head against the hard surface of the view panel. The original intent for the four-inch maximum width for the view panel, as well as the food pass, was to provide a wide enough space for both without providing a location for the inmate to injure him or herself. If the padding is beveled around the view panel, the intent of the safety cell padding is lost. The view panel with padding cannot exceed a maximum of four inches wide.

Padding must cover the entire floor, the doors, the walls and everything on them to a clear height of eight feet. For this reason, locating the audio monitoring device in a ceiling mounted fixture is recommended. If this cell is provided with a wall mounted intercom station, the cover plate would need to be covered with cell padding to a maximum width of four inches. (See **Section 470A.3.8** for more about cell padding.)

Audio Monitoring: **Section 470A.2.22** requires audio monitoring in safety cells, however, there are unique concerns in providing audio monitoring here. The use of an inmate-actuated call button system allowed by this regulation is not the best option. The call button system presents several problems. First, placement of a call button on the wall destroys the integrity of the cell padding, intended to protect the occupant if banging their head against the wall. Efforts to protect the call button and its related switch plate are potentially expensive and difficult to maintain. Secondly, the use of a call button in a safety cell could pose a conflict due to the condition of the persons being placed in them. Safety cell occupants are mentally disturbed, agitated, or otherwise out of control. Such inmates may try to hurt themselves on the switch plate and/or repeatedly push the call button causing custodial staff to come to the cell to check the validity of the call. Anecdotal reports from line staff indicate frequent unnecessary calls interfere with other work assignments and may make them less attentive during a real emergency. Finally, a call button system depends upon the ability of the inmate to reach and activate the call button. Inmates who have fallen to the floor with seizures would not be discovered until routine safety checks were performed. A continuous voice monitoring system appears to have a better chance of detecting such an event.

The Corrections Standards Authority recommends a continuous voice monitoring system in safety cells. The system has the advantage of being able to be mounted in the ceiling or within the vent system, thus avoiding the hazard of the hard switch plate in a safety cell. Continuous monitoring may be more useful than a microphone using a threshold adjustment as staff may adjust the threshold to exclude too many potentially activating sounds. While staff should have a volume control system to address the problem of disruptive persons who continuously scream and pound on the door, they should not be able to turn the system off. This system offers more advantages than the call button option.

Architectural solutions are not possible for all problems encountered in the operation of a safety cell. A determined inmate may always be able to hurt him or herself or damage the cell. Staff should be taught to not depend exclusively upon facility architecture to contain problem inmates.

The best design will fail without good procedures and trained staff to utilize the physical plant in an effective manner.

Food Pass: This regulation clarifies that the food pass is to be located so that its bottom edge is between 26 and 32 inches above the floor of the cell.

Wall or Ceiling Mounted Devices: Due to the inherent dangers wall and ceiling mounted devices pose to inmates placed in safety cells, these devices must be placed in areas inaccessible to the inmate occupant. (See earlier discussions regarding clear ceiling height.)

470A.2.6 Single-Occupancy Cells.

Single-occupancy cells shall:

- 470A.2.6.1 Have a maximum capacity of one inmate;**
 - 470A.2.6.2 Contain a minimum of 60 square feet of floor area in Type I facilities and 70 square feet of floor area in Type II and Type III facilities;**
 - 470A.2.6.3 Have a minimum clear ceiling height of 8 feet and a minimum width of 6 feet;**
 - 470A.2.6.4 Contain a toilet, wash basin and drinking fountain as specified in Section 470A.3; and,**
 - 470A.2.6.5 Contain a bunk, desk and seat as specified in Section 470A.3.**
- EXCEPTION: A Type I facility does not require a desk and seat.**

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: When determining facility design relative to single versus double occupancy cells or dormitories, the facility administrator and architect must consider **Title 24, Part 1, Sections 13-102(c)2, 3 and 6B(6)** with regard to the **Needs Assessment, Operational Program Statement** and the **Design Requirements**. The guideline to **Section 13-102(c)6** discusses the requirements for single and/or double occupancy cells.

Single cells must meet the requirements of this section. Single occupancy cells in Type I facilities must have a minimum of 60 square feet, while Type II and III facilities must have at least 70 square feet. This is because inmates are confined in Type I facilities for only up to 96 hours, excluding holidays; thus, they do not need as much space as those confined for longer periods. If a Type I facility houses inmate workers, the facility must meet the requirements of **Section 470A.2.9** for dayrooms, which include tables and seating.

For single cells, double cells, or dormitories, in Type II facilities and above, there is a requirement of 35 square feet of dayroom space for each person housed (**Section 470A.2.9, Dayrooms**). Refer to **Section 13-102(c)6 Design Requirements** for a discussion concerning food pass/cuffing port size and placement.

470A.2.7 Double-Occupancy Cells.

Double-occupancy cells shall:

- 470A.2.7.1 Have a maximum capacity of two inmates;**
- 470A.2.7.2 Contain a minimum of 60 square feet of floor area in Type I facilities and 70 square feet of floor area in Type II and Type III facilities;**
- 470A.2.7.3 Have a minimum clear ceiling height of 8 feet and a minimum width of 6 feet;**
- 470A.2.7.4 Contain a toilet, wash basin and drinking fountain as specified in Section 470A.3; and,**
- 470A.2.7.5 Contain two bunks, and at least one desk and seat as specified in Section 470A.3.**

EXCEPTION: A Type I facility does not require a desk and seat.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Please see the previous comments related to **single-occupancy cells**.

470A.2.8 Dormitories.

Dormitories shall:

- 470A.2.8.1 Contain a minimum of 50 square feet of floor area per single-bed unit; a minimum of 70 square feet per double-bed unit; and a minimum of 90 square feet per triple bed unit and have a minimum ceiling height of 8 feet;**
- 470A.2.8.2 Be designed for no more than 64 inmates and no fewer than 4 inmates;**
- 470A.2.8.3 Provide access to toilets separate from the wash basin and drinking fountains as specified in Section 470A.3; and,**
- 470A.2.8.4 In other than Type I facilities, provide secure storage of personal items and clothing for each occupant.**

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Dormitory housing is suitable for inmates classified as able to handle multiple-occupancy living environments. In designing these areas, the facility administrator and architect should consider means of visually dividing the overall space to give inmates a sense of privacy and personal space. It is also important to reiterate that toilets must be separate from wash basins and drinking fountains in dormitories. This allows inmates to use each fixture independently.

Size: The square footage requirement for dormitories, described in this regulation and in **Section 470A.2.9, Dayrooms**, is calculated as follows:

1. In a dormitory with single bed units, the requirement is: 50 square feet of floor space per single bed plus 35 square feet per inmate of dayroom space for a total of 85 square feet per inmate.
2. If the dormitory is double bunked, there is a minimum requirement of 70 square feet of floor space for each double bed. (This is consistent with the required floor space for double occupancy cells.) When added to the 35 square feet of dayroom space required per inmate, the total floor space for each inmate for a double bunked dormitory is 70 square feet (70 square feet per bunk divided by 2 inmates = 35 square feet per inmate + 35 square feet of dayroom = 70 total square feet per inmate).
3. In dormitories with triple bunks, there is a minimum requirement of 90 square feet of floor space for each triple bunk, or 30 square feet for each inmate. When added to the 35 square feet of dayroom space required per inmate, the total floor space for each inmate in a triple bunked dormitory is 65 square feet (90 square feet per bunk divided by 3 inmates = 30 square feet per inmate + 35 square feet of dayroom = 65 total square feet per inmate).

If there are plans to increase the number of beds in a dormitory, all other physical plant requirements must be met, in addition to requirements for square footage. See the guideline to **Section 13-102(c)6, Design Requirements**, and the **Introduction** to these guidelines for additional discussion concerning addressing every element of the design when anticipating an expansion of facility capacity. See also **Section 470A.2.9** as it relates to the dayroom space per inmate requirement.

Secure Storage: Dormitories in Type II and III facilities must have the capacity for secure storage of inmates' personal possessions, as noted in this section. Since dormitory inmates are in and out of the housing area during the day, a locker or other securable cabinet for each inmate's clothing and personal items is necessary so the individual can protect possessions. Lockers also help limit the facility's liability in the event of lost or damaged items. If inmates are to be housed in dormitories in Type I facilities for periods longer than 96 hours, lockers should be provided for their possessions as well.

470A.2.9 Dayrooms.

Dayrooms or dayroom space shall:

- 470A.2.9.1 Contain 35 square feet of floor area per inmate;**
- 470A.2.9.2 Contain tables and seating to accommodate the maximum number of inmates allowed access at a given time.**
- 470A.2.9.3 Provide access to toilets, wash basins and drinking fountains as specified in Section 470A.3;**
- 470A.2.9.4 Provide access to a shower or showers as specified in Section 470A.3; and,**
- 470A.2.9.5 Be provided to all inmates in Type II and Type III facilities (except those housed in special use cells) and to inmate workers in Type I facilities.**

Dayroom space as described in this section may be a part of a single occupancy cell used for administrative segregation or a dormitory, in which case the floor area of the cell or a dormitory must be increased by the square footage required for the dayroom.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: This regulation requires that dayrooms must contain tables and seating. Dayrooms are not to include toilets, wash basins and showers but rather allow access to these fixtures. Having toilets, wash basins and/or showers in the dayroom without appropriate visual barriers would preclude using the dayroom as a dining area and would raise significant issues of personal modesty.

The regulation allows the dayrooms of single/double occupancy cell housing units to contain tables and seating to accommodate the maximum number of inmates allowed access at a given time. This 2001 revision represents a shift from earlier regulations, which required tables and seating for each inmate in the housing unit. The change may be beneficial in maximum security housing units where limited numbers of inmates are out of their cells at any given time; however, there are also potential problems with this approach. Facility administrators who place tables and seating in dayrooms based on programmatic need rather than rated capacity could find themselves adding these amenities later if the classification of inmates or configuration of housing units change. (Dayrooms for dormitories must contain 35 square feet of dayroom space for every inmate, regardless of the number allowed access at a given time, and have sufficient tables and seating for their rated capacity.)

In the **Operational Program Statement**, required in **Section 13-102(c)3**, planners should describe the methodology used in determining the placement of tables and seating in dayrooms if based on programmatic need. It is not the intent to design a total facility with reduced tables and seating, rather, this approach is for maximum security inmates based on classification. Feeding inmates is another major consideration when limiting the number of tables and seating in the dayroom. Before making the final decision to limit the number of tables and seating in a dayroom, consideration must be given to where inmates will eat their meals.

Although Type I facilities are only required to provide dayroom space to inmate workers, planners may want to include additional dayroom space for the feeding of inmates and for any programming that may take place.

470A.2.10 Exercise Area.

An outdoor exercise area or areas must be provided in every Type II and Type III facility. The minimum clear height must be 15 feet and the minimum number of square feet of surface area will be computed by multiplying 80 percent of maximum rated population by 50 square feet and dividing the result by the number of one-hour exercise periods per day.

There must be at least one exercise area of not less than 600 square feet. The design shall facilitate security and supervision appropriate to the level of custody.

The exercise area must contain or provide free access to a toilet, wash basin and drinking fountain as provided in Section 470A.3.

Type IV facilities shall have an outdoor recreation area or access to community recreation facilities.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: This requirement is based on the principle that inmates should be able to engage in large muscle exercise. Appropriate outdoor space must be allocated for that exercise. Nonetheless, exercise areas are often “weak links” in detention facility security. Escapes from exercise yards, as well as hiding and passing contraband are frequent. Facility administrators and architects must take special care when designing exercise areas to limit opportunities for escape and/or for contraband to be passed into or hidden in the exercise area.

Special attention must also be paid to assure access to the exercise area for inmates with disabilities. A full range of disabilities must be taken into account, including visual impairment, physical limitations, use of prostheses, etc. Having large enough doors to accommodate a wheelchair, for example, may not be adequate if the exercise area is on the roof of a six-story building and the elevator goes only to the fourth floor.

In a number of new facilities, small exercise areas are located adjacent to individual housing units, thereby affording controlled access to the exercise areas without requiring staff escort. Over the life of the facility, this saves significant staff time since it is not necessary to escort inmates back and forth to a single centralized exercise area.

470A.2.11 Correctional Program/Multipurpose Space.

An area for correctional programming must be provided in every Type II and Type III facility. The program area and furnishings shall be designed to meet the needs specified by the facility’s program statement.

Type IV facilities shall have multipurpose space for games and activities, dining, visiting, TV, meetings, and quiet space for study and reading, such that activities do not conflict with each other.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The key to determining the nature and extent of required program space is the facility **Operational Program Statement [Section 13-102(c)3]**, which should spell out the variety of

programs that are to be available to inmates. Dayrooms do not qualify as corrections program space, although a dining area may be used if suitable scheduling can be worked out. In every case, providing adequate storage for program supplies is essential.

470A.2.12 Medical Examination Room.

There must be a minimum of one suitably equipped medical examination room in every facility which provides on-site health care. The examination room shall be designed in consultation with the responsible physician/health authority. Such a medical examination room shall:

- 470A.2.12.1 Be located within the security area and provide for privacy of the inmates;**
- 470A.2.12.2 Provide not less than 100 square feet of floor space with no single dimension less than 7 feet; and,**
- 470A.2.12.3 Provide hot and cold running water.**
- 470A.2.12.4 Provide lockable storage for medical supplies.**
- 470A.2.12.5 Any room where medical procedures are provided must be equipped with hot and cold running water.**

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Central to this regulation is the requirement that the examination room(s) be designed in consultation with the responsible physician/health authority. (See **Section 13-102(a), Definitions, and Title 15, Article 10, Medical/Mental Health Services.**)

Consideration should be given to locating an examination room near the reception and booking area because of the frequent need to examine inmates prior to assigning them to housing. The regulation emphasizes providing privacy in the examination process. This means that access to the examination room should not be through public areas or through living units of members of the opposite sex. Designers might consider having more than one medical examination room, one in male and one in female areas, to facilitate access and provide privacy for everyone. Hot and cold running water is required and consideration should be given to installing elbow/foot-controlled faucets in the medical examination room(s). Additionally, access to toilet facilities, for inmate use during medical procedures, should be given consideration.

470A.2.13 Pharmaceutical Storage Space.

Provide lockable storage space for medical supplies and pharmaceutical preparations as referenced by Title 15 California Code of Regulations 1216.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Secure storage space for medical supplies and pharmaceuticals is in addition to the lockable storage space required in **Section 470A.2.14, Medical Care Housing**. The health authority should be consulted regarding the design of the pharmaceutical storage space. Consideration should be given to a locked refrigerator for the storage of temperature sensitive medication. Locked storage space for medical supplies and pharmaceuticals is also discussed in the guidelines to **Title 15, Section 1216, Pharmaceutical Management**. Pharmaceutical storage space is not required in court holding or temporary holding facilities pursuant to the exception found at the end of **Section 470A.2**. However, as a practical matter, lockable storage space may be needed in the event an arrestee/inmate has an existing condition requiring medication.

470A.2.14 Medical Care Housing.

There shall be some means to provide medical care and housing of ill and/or infirm inmates. When the program statement for a Type II or Type III facility indicates that medical care housing is needed, such housing must provide lockable storage space for medical instruments and must be located within the security area of the facility accessible to both female and male inmates, but not in the living area of either. The medical care housing unit shall be designed in consultation with the health authority. Medical/mental health areas may contain other than single occupancy cells.

If negative pressure isolation rooms are being planned, they shall be designed to recognized industry standards.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The **Operational Program Statement [Section 13-102(c)3]** should include a careful analysis of the need for sheltered housing for health care in the facility. In many cases, it will be more cost effective to arrange for sick and injured inmates to be cared for in a local hospital and this is required if the nature of their condition warrants care in a licensed setting. Sheltered health care housing must be designed with the guidance of the health authority.

Rooms should be of sufficient size to allow access to the bed from the foot and both sides. It may be necessary to install hospital beds instead of regular cell bunks. While there is no regulation requiring a bath/soaking tub in the medical housing area, some type of tub may be necessary for medical treatment needs.

With the increase in the number of inmates with airborne transmitted diseases and the threat posed to local detention facilities, the need for respiratory isolation (negative air pressure) rooms and the ability to provide X-rays on-site may be issues to discuss with the health authority. If an X-ray machine is required, issues such as wall/floor construction and special electrical requirements will need attention. If positive/negative pressure isolation rooms are being planned, they must be designed to recognized industry standards. Refer also to **Section 13-102(c)6, Design Requirements**, for additional discussion on medical/mental health care housing.

Some facilities have designed their medical units to house both male and female inmates. The decision to operate one medical unit for males and females requires careful consideration; issues of modesty and adequate supervision must be resolved.

470A.2.16 Commissary.

In all Type II, III, and IV facilities, except where community access is available, there shall be provision made for inmates to purchase items. When commissary supplies are kept within the security perimeter of a facility, an area shall be provided for the secure storage of the stock for such inmate canteen items.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Inmate commissary services can be provided “in-house” or by outside vendors. In some facilities there may be an area where inmates can purchase articles; other facilities may choose to deliver articles to the inmates in their living areas. Whatever method chosen, commissary services to inmates should be based on careful analysis of staffing requirements.

If private vendors are to operate the commissary, consider locating the secure storage outside the security area to limit potential breaches of security. If commissary supplies are kept on-site, an area must be provided for secure storage of its stock.

470A.2.17 Dining Facilities.

In all Type II, III and IV facilities which serve meals, dining areas shall be provided which will allow groups of inmates to dine together. Such dining areas shall not contain toilets or showers in the same room without appropriate visual barrier. Wherever the facility contains a central dining room or rooms, it shall contain a minimum of 15 square feet of floor space and sufficient tables and seating for each inmate being fed.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Title 15, Article 11, Food, contains specific standards for the preparation and serving of food in jails. Other state regulations, such as the **California Uniform Retail Food Facilities Law** (Health and Safety Code Division 104, Part 7, Chapter 4, Articles 1-8, Section 11370, et. seq.), as well as various county regulations, affect the design and operation of dining facilities. Because of the complexity of these regulations, consult with the local health department regarding the design of dining areas.

While this regulation speaks to dining areas not containing toilets, wash basins or showers in the same room without appropriate visual barriers, it is recommended that such fixtures be located

elsewhere. The visual barrier may protect a seated inmate from direct line of sight into a toilet, shower or wash basin, but it will not provide protection from the sounds and smells associated with the use of those fixtures.

The **Minimum Standards for Local Detention Facilities** allow either centralized or decentralized dining. If a decentralized approach is selected, there must a method to deliver both hot and cold foods to the various dining areas, store food trays and carts, and clean the area after food is served. Inmates in disciplinary lockdown, as well as those in special healthcare housing normally have their meals delivered to them.

This regulation does not require dedicated space for dining; however, if this space is not dedicated, planners must determine how the dining function will blend in with the other uses of the space.

If the **Operational Program Statement (Section 13-102(c)3)** indicates the intention to serve meals in shifts, then the design of the dining area(s) should allocate the amount of floor space and number of tables and seats for the number of people (i.e., minors, staff and visitors) who will be dining at any one time. For example, if a 100-person facility will have two shifts of dining, the dining area must contain adequate space, tables and seating for 50 people plus estimated staff and visitors. This applies to dining areas only. If dining is in a dayroom, dayroom space is required as described in **Section 460A.2.9, Dayrooms**.

470A.2.18 Visiting Space.

Space shall be provided in all Type I, II, III and IV facilities for visiting.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Title 15, Section 1062, Visiting, addresses visiting procedures. The number of visitors a facility can accommodate at any one time should be determined from the **Needs Assessment Study [Section 13-102(c)2]** and discussed in the **Operational Program Statement [Section 13-102 (c) 3]**. As a general rule, more visiting days allows departments to design an area that accommodates a smaller number of visitors at any one time. The visiting area must accommodate inmates and visitors with disabilities.

Options or combinations of visiting options available include: contact visits; non-contact visits (with the inmate and visitor separated by glass); and video visiting. Contact visits present security concerns due to the lack of separation between the inmate and the visitor. Non-contact visiting booths can also be compromised, affording the introduction of contraband. Video visiting may be the most secure method, but the least effective as far as inmates and visitors are concerned. If considered it should not be the only visiting option planned during the facility design.

470A.2.19 Safety Equipment Storage.

A secure area shall be provided for the storage of safety equipment such as fire extinguishers, self-contained breathing apparatus, wire and bar cutters, emergency lights, etc.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Safety equipment that must be available for emergencies in a local detention facility could also be used to aid escapes or as weapons. This equipment must be properly secured in a location where it is readily accessible to staff in case of an emergency, but inaccessible to inmates. The State Fire Marshal and local fire authorities should be consulted regarding placement of fire extinguishers and other fire and life safety equipment.

470A.2.20 Janitors' Closet.

In Type II facilities, at least one securely lockable janitors' closet, with sufficient area for the storage of cleaning implements and supplies, must be provided within the security areas of the facility. A mop sink shall also be available within the security area of the facility. In court holding, temporary holding, Type I, III and IV facilities, the closet need not be in the security area.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The rationale for this requirement is that security should not be breached to obtain janitorial supplies. In many facilities, inmates are responsible for cleaning. It is reasonable to assume that cleaning activities will be carried out by inexperienced individuals; therefore, a plan for the overall maintenance of the facility (**Title 15, Section 1280, Facility Safety, Sanitation and Maintenance**) should be included in the **Operational Program Statement** required by **Section 13-102(c)3**. This regulation allows for the mop sink to be located outside the janitor's closet. Separating the mop sink from other cleaning supplies and implements allows the facility to differentiate between these areas with respect to inmate access. The mop sink must be in the security area in Type II facilities.

470A.2.21 Storage Rooms.

One or more storage rooms shall be provided to accommodate a minimum of 80 cubic feet of storage area per inmate for inmate clothing and personal property, institutional clothing, bedding, and supplies. Court holding, temporary holding and Type I facilities may be excluded from the storage space requirement for personal and institutional clothing unless clothing is issued.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The requirement of 80 cubic feet of storage for each inmate should be considered a minimum in the planning of local detention facilities. Few existing facilities have enough storage space. Those that do not, and must on occasion operate in a crowded condition, are sorely pressed to adequately manage the storage problem.

The State Fire Marshal considers most storage areas potential fire hazards because of the nature of the items stored; therefore, the installation of sprinkler systems or other fire safety devices will be required. Fire and life safety regulations prohibit hallways from being used as storage areas.

There are several different storage requirements for jails: cleaning and janitorial supplies (**Section 470A.2.20**); safety equipment (**Section 470A.2.19**); the secure storage for inmate valuables (**Section 470A.2.1.5**); and mattress and clothing storage (**Section 470A.2.21**). It is critical that policy and procedures be developed that state which storage areas are to be accessible to inmates and/or inmate workers. Storage needs must be closely reviewed. There is not only a potential problem with theft, but implements in these areas can also be used for planning escape or for weapons.

Security considerations, policy, procedures and classification should control inmate access to storage areas. Allowing inmates on work assignments to have access to institutional equipment and supplies must be carefully supervised and classification should control which inmates have access to which storage areas. While inmate workers may be allowed controlled access to institutional equipment and supplies, it is not appropriate for them to be in areas containing other inmates' property.

Please note that the secure vault or storage space for inmate valuables required in the reception and booking area (**Section 470A.2.1.5**) can be part of the overall storage required by this section, but it must be separate enough to be secure.

470A.2.22 Audio Monitoring System.

In court holding, temporary holding, Type I, Type II, and Type III facilities there shall be an inmate- or sound-actuated audio monitoring system which is capable of alerting personnel stationed in a central control point.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: An audio monitoring system is required in all local detention facilities (with the exception of Type IV facilities) regardless of the level of security. Whether in a direct or an indirect supervision facility, video or audio monitoring should never be used as a substitute for active supervision by trained staff. When properly used, monitoring can aid and assist in making the most efficient and productive use of staff time, but it must not replace frequent personal checking of inmates by staff.

Closed circuit television cameras should not be solely relied on to monitor cells and dayrooms, nor should it be used to view inmates showering or using toilet facilities. Video monitors are appropriate tools for monitoring corridors, sally ports, doors, exercise areas and blind spots. They can provide backup coverage for staff in sobering and safety cells and in such circumstances as during feeding times in high security areas. Observing an inmate on camera does not satisfy the twice every 30 minute requirement for direct visual observation of an inmate in a safety cell (**Title 15, Section 1055, Use of Safety Cell**) or safety checks in a sobering cell (**Title 15, Section 1056, Use of Sobering Cell**). Regular security checks should include verifying that the video monitoring system is fully functional and is being used appropriately by staff.

Audio monitoring systems, whether the call-button type or sound activated (designed to pick up only sounds that are in excess of normal noise levels), can be used to supplement visual monitoring of living areas. The required audio monitoring system can be an excellent supplement to staff supervision. Such a system is particularly effective at night in housing units when on-floor staff may be reduced. If this is done, staff must still make the personal hourly safety checks.

Some facilities use emergency call buttons that do not provide voice communications, but allow an inmate or staff to contact central control. These call buttons are not a substitute for audio monitoring, but an additional communication device. They have been utilized effectively in facilities that provide direct visual supervision into cell areas. See **Section 470A.2.5, Safety Cell** and **Section 470A.3.8, Cell Padding** for audio monitoring considerations in safety cells.

Facilitating communication between staff and inmates is essential. In many newer facilities, staff is stationed in glass-enclosed control booths and much of the routine communication occurs electronically. Care should be taken to develop operational policies that assure that these barriers between staff and inmates do not increase feelings of isolation and uncertainty, which may lead to behavioral problems. Uncertainty or lack of information is a significant contributor to disruptive behavior. When staff has opportunities to talk with inmates directly, they get a sense of inmate morale and the level of tension in the facility. Staff also is able to inform inmates about bail, court appearances, mail, visiting, and other matters affecting them.

470A.2.23 Laundry Facilities.

In Type IV facilities, provision shall be made for washing and drying of personal clothing by machines, either in the facility or in the community, if access is permitted for same.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: This regulation refers only to laundry facilities in Type IV facilities. (Please see **Title 15, Section 1260, Standard Institutional Clothing**, for further discussion.)

Laundries are potential fire hazards. Lint and heat around dryers can create combustion; it is vitally important that laundry areas are properly ventilated and that maintenance is performed regularly and frequently.

Expert advice is needed to plan and equip a laundry facility due to the type of equipment, the nature of the jail environment and the type of clothing that will be worn by the inmates.

470A.2.24 Emergency Power.

There shall be a source of emergency power in all detention facilities capable of providing minimal lighting in all housing units, activities areas, corridors, stairs, and central control points, and to maintain fire and life safety, security, communications, and alarm systems. Such an emergency power source shall conform to the requirements specified in Title 24, Part 3, Article 700, California Electrical Code, California Code of Regulations.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: In an emergency affecting the electrical system in a facility, two things are absolutely critical. First, there must be sufficient electrical power available to maintain control of facility security, including any audio and visual monitoring. Secondly, there must be sufficient power to continue operation of fire-related devices (i.e., alarms, sprinklers, emergency lighting, exit signs, etc.) during the course of fire suppression and/or an orderly, controlled evacuation of the facility. If central control electronically operates the doors in the facility, power must be available to operate those doors. (Please see the **Introduction** to this document for additional discussion about locking systems.) Facility administrators should provide for the periodic testing of emergency power systems. The local fire authority should be contacted for the required testing intervals and load information.

470A.2.25 Confidential Interview Rooms.

There must be a minimum of one suitably furnished interview room for confidential interviews in every facility which provides on-site health care. The interview room shall be designed in consultation with responsible custody staff and health care staff. Such an interview room shall:

- 470A.2.25.1 Be located within the security area accessible to both female and male inmates, and,**
- 470A.2.25.2 Provide not less than 70 square feet of floor space with no single dimension less than 6 feet.**

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The purpose of this regulation is to protect the rights of the inmate with respect to confidential interviews with their physician, religious advisor or attorney. (Attorney visiting is specifically discussed in **Section 470A.26**.) The interview room should not be equipped with audio or video monitoring devices. It is a felony (**Penal Code Section 636**) to eavesdrop or record by means of an electronic or other device conversations between an inmate and physician, religious advisor or attorney without expressed permission from all parties. The location of this room(s) is a program issue and requires serious review and consideration.

470A.2.26 Attorney Interview Space.

All facilities except Type IV facilities shall include attorney interview areas which provide for confidential consultation with inmates.

Guideline: Provision must be made for confidential consultations between inmates and their attorneys pursuant to **Title 15, Section 1068, Access to Courts and Counsel**. Some facilities have combined public visiting space (**Section 470A.2.18, Visiting Space**) with space for attorney interviews; however, there is frequently a need for legal papers to be passed back and forth between the attorney and the inmate. Unless the staff members act as couriers to deliver these papers, there must be another reasonably controlled method for their exchange. One solution is to install a slot in the visiting partition that is just large enough for a single sheet of paper to be passed between the attorney and inmate.

As with confidential interview rooms (**Section 470A.2.25**) the attorney interview space must accommodate confidential interviews. **Penal Code Section 636** also provides that eavesdropping or recording these interviews without the consent of all parties is a felony.

EXCEPTION: The design of court holding and temporary holding facilities shall include the following required spaces from Section 470A.2; .2, .19, .20, .21, .22, .24, and .26.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Temporary holding and court holding facilities are exempted from having to meet many of requirements of **Section 470A.2**. Temporary holding facilities and court holding facilities are required to have only the following elements:

Temporary Holding Cells or Rooms	470A.2.2
Safety Equipment Storage	470A.2.19
Janitors' Closet	470A.2.20
Storage Rooms	470A.2.21
Audio Monitoring System	470A.2.22
Emergency Power	470A.2.24
Attorney Interview Space	470A.2.26

Temporary holding facilities that contain a sobering cell must meet the requirements of **Section 470A.2.4, Sobering Cell**. Availability of hot water is required court and temporary holding cells. Please see **Section 470A3.2** for the guideline for wash basins. In addition to the requirements identified in this section, additional requirements for temporary holding and court holding facilities are delineated in the **Exceptions to Section 470A.3**.

470A.3.1 Toilets /Urinals

Must be provided in single occupancy cells and double occupancy cells.

In dormitories, toilets/urinals must be provided in a ratio to inmates of 1:10.

Toilets/urinals must be accessible to the occupants of dayrooms and exercise areas.
In temporary holding cells and temporary staging cells toilets/urinals must be provided in a ratio to inmates of 1:16.

In sobering cells toilets/urinals must be provided in a ratio to inmates of 1:8.

One urinal or two feet of urinal trough may be substituted for each toilet up to one third of the total number of toilets required, except in those facilities or portions thereof used for females.

NOTE: Toilet areas shall provide modesty for inmates with staff being able to visually supervise.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The 2001 revision of this regulation changed the ratio of toilets/urinals from 1:8 to 1:10 for inmates held in dormitories. See the guideline to **Section 13-102(c)6, Design Requirements**, for a discussion regarding inmates' modesty at toilet areas.

Security Fixtures: Furnishings and equipment that are available for detention facilities range from items that are identical to those installed in commercial buildings to specially designed security fixtures that are virtually indestructible. Security fixtures do tend to be very expensive; however, in terms of staff and inmate safety as well as long-term maintenance, they could be well worth the cost. Stainless steel toilets and wash basins are more durable than commercial toilets and wash basins, even though installation of stainless steel toilets and wash basins can increase the cost of each cell. Likewise, security-type lighting fixtures may cost ten times as much as commercial quality fixtures.

In some housing areas (such as sobering cells), security fixtures are essential. In other areas where there is a relatively low probability of vandalism, commercial fixtures may be suitable. The keys to

making effective, cost efficient decisions about furnishings and equipment will be found in the **Needs Assessment Study [Section 13-102(c)2]**, the **Operational Program Statement [Section 13-102(c)3]** and with an effective inmate classification system (**Title 15, Section 1050, Classification**). While it is not the purpose of the needs assessment study or the operational program statement to describe what kinds of toilets or other fixtures will be placed in specific areas of a facility, these documents will provide the basis for determining the kinds of inmates the facility expects to house and the levels of security and types of housing to be provided.

Operational costs over a 30-year life span (typical for local detention facilities) frequently total eight to ten times the original costs of building and outfitting a detention facility. Accordingly, each decision with respect to furnishings and equipment should be carefully weighed in terms of its impact on operational costs.

470A.3.2 Wash Basins

Must be provided in single occupancy cells and double occupancy cells.

In dormitories, wash basins must be provided in a ratio to inmates of 1:10.

Wash basins must be accessible to the occupants of dayrooms and exercise areas.

In temporary holding cells and temporary staging cells wash basins must be provided in a ratio to inmates of 1:16.

In sobering cells wash basins must be provided in a ratio to inmates of 1:8.

Wash basins must be provided with hot and cold or tempered water.

Two feet of wash basin trough may be substituted for each basin required.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The 2001 revision of this standard changed the ratio of wash basins from 1:8 to 1:10 for inmates held in dormitories. Refer to **Section 470A.3.1, Toilets/Urinals**, for a discussion regarding security fixtures. This regulation requires that hot and cold or tempered water must be provided to all wash basins. Hot or warm water provides an incentive to hand washing, an important element in communicable disease prevention.

470A.3.3 Drinking Fountains.

There must be a minimum of one drinking fountain in every single-occupancy cell, double occupancy cell, dormitory, temporary holding cell, temporary staging cell, and sobering

cell, and be accessible to the occupants of dayrooms and exercise areas. Additional drinking fountains shall be located in other areas of the facility so that drinking water will be available to inmates and staff. Such drinking fountains must meet the following minimum health requirements:

470A.3.3.1 The drinking fountain bubbler shall be on an angle which prevents waste water from flowing over the drinking fountain bubbler.

470A.3.3.2 Water flow shall be actuated by mechanical means.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: This regulation allows the use of drinking fountain outlets with or without a mouth guard. The mouth guard may improve sanitation, but, if used, it should only be in highly visible areas. This is because the drinking fountain guard has been used for both suicide and suicide attempts. In addition, the guard has been used to pry handcuffs apart. Security concerns supersede health concerns. The penal bubbler is recommended for use in security areas.

The requirement that water flow be activated by mechanical means is intended to preclude the use of the older type combination fixtures with which water was diverted to the fountain by placing a finger underneath the basin filler. These fountains are unsanitary, spread germs and are the source of illnesses. Drinking fountains in the older facilities should be replaced with mechanically activated mechanisms when new fixtures are installed.

470A.3.4 Showers.

Must be available to all inmates on a ratio of at least one shower to every 20 inmates or fraction thereof and must provide hot and cold water or tempered water. Shower stalls/shower areas must be designed and constructed of materials which are impervious to water and soap so they may be easily cleaned.

NOTE: Shower areas shall provide modesty for inmates with staff being able to visually supervise.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Please see **Title 15, Section 1266, Showering**, for a discussion of the procedures related to showering. Modesty for the inmate using the shower must be provided (**Section 13-102(c)6, Design Requirements**).

A tempered water valve limits the temperature of the hot water supplied in the shower to a preset, safe, maximum temperature. It is important to place showers in locations that facilitate staff supervision to preclude the violence and sexual activities often associated with shower areas.

The shower area should be constructed of materials that can be easily cleaned. Shower walls constructed of a porous material, such as cement, absorb water, are impossible to clean and promote

the growth of mold and mildew. Smooth, impervious finishes, such as tile, make for economical maintenance even though they may cost more initially.

Shower floors should have a non-slip surface and the design should ensure that shower water does not drain into living areas. This may necessitate that a drain be located outside the shower or in a drying area directly adjacent to the shower. Adequate venting or exhaust systems are necessary so steam will not obscure the parabolic mirrors often used for security and to reduce the damage to the area and fixtures from moisture buildup.

Facilities with **Medical Care Housing (Section 470A.2.14)** should consider installing a bath/soaking tub for medical purposes in addition to the required showers. (See the guideline to medical care housing for further information.)

470A.3.5 Beds.

Must be elevated off the floor, have a solid bottom, and a sleeping surface of at least 30 inches wide and 76 inches long. Multiple beds must have a minimum of 21 inches between bed pans. Except in minimum security areas, beds must be securely fastened to the floor and/or the wall.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Pan-bottom or concrete beds are specified because bedsprings represent a security problem as they can easily be straightened and made into weapons. Beds with solid bottoms are specified to limit the suicide risk associated with perforated pans that can provide a location for an inmate to hang themselves. The minimum sleeping surface size specified for beds/bunks (30 inches by 76 inches) represents a standard size mattress that is readily available from a variety of suppliers.

When evaluating the merits of steel pan-bottom beds versus concrete beds, consider how labor-intensive cell searches will be conducted. Poured-in-place concrete beds do not offer as many places to secrete contraband as the steel beds. With respect to the steel bed, the bracket that anchors the bed to the wall and the space between the wall and the bed can provide an inmate a convenient hiding place for contraband. Please refer to **Title 24, Section 13-102 (c) (6) Design Requirements, subsection B(2)** for suicide hazard mitigation requirements. Gaps between bunks and the wall must be eliminated to prevent this area from providing an attachment point for a suicide attempt.

470A.3.6 Lighting.

In housing units, dayrooms and activity areas must be sufficient to permit easy reading by a person with normal vision, and shall not be less than 20 footcandles at desk level and in the grooming area.

Lighting shall be centrally controlled and/or occupant controlled in housing cells or rooms.

Night lighting in these areas shall be sufficient to give good visibility for purposes of supervision.

In minimum security areas, lighting may be supplied by ordinary lighting fixtures, and in areas of higher security, light fixtures must be of secure design.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: The 20 footcandle requirement is intended to ensure that there is adequate light provided on work surfaces, such as a desk top, table, or other place where inmates are expected to read. Other portions of the living areas, such as the television space of the dayroom or the bed area of the cell, need not be so brightly lit. It is not necessary to meet the 20 footcandle requirement throughout the living areas.

The type of light fixtures selected will depend on security requirements as defined in the **Operational Program Statement [Section 13-102(c)3]**. Where possible, consider providing two sources of light in each cell, one under the inmate's control and the other controlled by staff. This avoids the problem of staff being continually asked to adjust the lighting level in the cells. Additionally, when inmates have control over the level of brightness, there are fewer incidents of vandalism to lighting fixtures.

470A.3.7 Windows.

In housing areas of higher than minimum security, windows which are constantly accessible to inmates for escape must be designed and constructed so that if broken out, the net area accessible for escape is no greater than 5 inches in one dimension.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Few features of detention facility construction have raised as many problems as windows. Facilities have installed "bullet resistant" glass and then discovered that "bullet resistant" is not a synonym for "inmate resistant." Other facilities have found that some plastic window materials which were highly resistant to blunt impact could be cut or burned through. Still others

have learned that the most impervious glass-clad polycarbonate security glazing provides no security at all if it is improperly installed or in an insecure frame.

The disadvantage of polycarbonate glazing is that it can be scratched and can become cloudy. The problem with glass-clad polycarbonate is that the glass can be broken and is expensive to replace. Nonetheless, glass-clad polycarbonate, properly installed, is the most secure material for windows. The glass covering makes the surface easier to clean without scratching and, if shattered or broken, these windows provide an immediate indicator of tampering. It is important to remember that staff supervision is critical to prevent tampering.

The requirement that the window accessible for escape be no greater than five inches in one dimension recognizes the inherent vulnerability of these areas. Specific attention is needed to the design and installation to prevent the possibility that the window frame or the glazing might be broken out. Both the frame and the glazing should be included in the five-inch measurement. Anchoring the frame to the structure is extremely important. (See also **Section 13-102(c)6, Design Requirements**, as it relates to security glazing).

470A.3.8 Cell Padding.

In sobering cells, the floor and partition shall be padded. In safety cells, padding must cover the entire floor, doors, and walls and everything on them to a clear height of 8 feet.

All such padded cells must be equipped with a tamper-resistant fire sprinkler as approved by the state fire marshal. All padding must be:

- 470A.3.8.1 Approved for use by the state fire marshal;**
- 470A.3.8.2 Nonporous to facilitate cleaning;**
- 470A.3.8.3 At least ½-inch thick;**
- 470A.3.8.4 Of a unitary or laminated construction to prevent its destruction by teeth, hand tearing or small metal objects;**
- 470A.3.8.5 Firmly bonded to all padded surfaces to prevent tearing or ripping; and,**
- 470A.3.8.6 Without any exposed seams susceptible to tearing or ripping.**

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Please see **Sections 470A.2.4, Sobering Cell, and 470A.2.5, Safety Cell; Title 15, Sections 1055, Use of the Safety Cell, and 1056, Use of Sobering Cell;** and the guidelines to those sections for more about cell padding and the importance of its integrity.

Not all cell padding material has been approved by the State Fire Marshal. For this and other reasons, it is important that in planning a facility, the staff and the architect confer with the State Fire Marshal.

Padding is a high maintenance item. Since padding is very expensive to replace or repair, it is a good strategy to try to prevent potential damage via careful design and use of padded areas. Although this regulation requires padding in safety cells to reach only to a height of eight feet, if the ceiling is higher, consider extending the padding to the ceiling of the cell to reduce the possibility that an inmate might get enough of a finger hold on its top edge to strip the padding off the wall. It is important, too, that the door be flush with the inside wall to eliminate edges or corners whereby the inmate might be able to pull away the padding.

470A.3.9 Mirrors.

A mirror of a material appropriate to the level of security must be provided near each wash basin specified in these regulations.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Polished metal mirrors are suitable in high security areas. Safety glass mirrors can be broken and are expensive to replace.

Although court holding and temporary holding facilities are not required to have mirrors, (see the **Exceptions to Section 470A.3**), mirrors should be placed in cells from which inmates are to be transported to court. Individuals preparing for court appearances may need to see how they look; having a mirror in the cell will save staff the time it would take to find a mirror and bring it to the court-bound inmate.

470A.3.10 Seating.

In temporary holding and temporary staging cells, seating must be securely fixed to the floor and/or wall. When bench seating is used, eighteen inches of bench is seating for one person.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: There are a wide range of seating materials and designs available, each with its own advantages and disadvantages relative to cost, durability, portability, security, fire safety, potential for injury due to accidents, plus potential for use as a weapon or to hide contraband. When determining the type of seating to be used in an area, consider the level of security of the area, inmate activities, inmate flow through the area, and both routine and emergency staff access.

Insufficient seating can restrict the rated capacity of dayrooms and holding cells. The appropriate number and type of seating should be designed around functions planned for an area. This allows full rated capacity for the space, but also maximizes its safe use. Light weight, individual chairs, for example, may be appropriate for some housing applications but are not recommended for general use in local detention facilities both because they can become weapons and because they pose

potential trip and fall hazards during inmate movement or in an emergency. The use of heavier seating equipment in lobbies and similar areas can eliminate some of these hazards while still offering portability and livability.

Solid, “bolted down” or poured-in-place seating is not flexible once it is installed, but it provides the security required in areas such as booking, holding cells and maximum security units where the traffic flow pattern has been predetermined.

In any application, consideration should be given to frequency of searches and how labor intensive the searches will be. Facility administrators and architects must consider both the kinds of materials and designs for seating that provide optimum durability and the least opportunity for secreting contraband.

470A.3.11 Table/Seat.

In single and double occupancy cells, a table and seat for the purpose of writing and dining shall be provided.

EXCEPTION: A Type I facility does not require a table and seat.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Even though the facility may provide adequate tables for writing and dining in dayrooms, program areas and dining areas, there may be occasions when it is necessary to confine inmates to their cells. This regulation is designed to ensure that inmates have a place to eat or write during lockdowns. It has the additional benefit of providing inmates with a place to sit other than on their beds.

Although Type I facilities are not required to have a table and seat in each cell, architects may want to include these amenities to afford space for feeding and programming inmates. When a Type I facility houses inmate workers, the facility must meet the dayroom requirement described in **Section 470A.2.9, Dayrooms.**

470A.3.12 Weapons Locker.

A secure weapons locker shall be located outside the security perimeter of the facility such that no officer shall bring into the security area any weapon. Such weapons lockers shall be equipped with individual compartments, each with an individual locking device. Weapons lockers are required for temporary and court holding facilities and in all facilities of higher than minimum security.

Guideline: This regulation reflects the basic principle that firearms must not be taken inside the security perimeter due to the possibility that an inmate might obtain possession of the weapon.

Special care should be taken to locate weapons lockers outside of security areas and to design policy and procedures for transferring weapons out of the presence of inmates.

When selecting a weapons locker, consider the size of the weapons that will need to be kept in the locker. Locking weapons in the trunk of vehicles may be an acceptable alternative if a facility has a locker that is too small for a particular weapon. The purchase of an adequate locker will preclude the need for alternatives.

There is sometimes confusion about what designates the security perimeter. Typically, the security perimeter is designated by security doors, construction type (i.e., concrete masonry walls), sally ports and electronic warning surveillance systems, all of which would need to be breached to get into or out of the facility. The security perimeter of a facility should be appropriate for the level of custody. The security perimeter of a facility must be appropriate for the level of inmate custody. A work furlough facility will have a vastly different security perimeter from that of a Type II facility.

EXCEPTION: The design of court holding and temporary holding facilities shall include the design criteria for furnishings and equipment from Section 470A.3; .1, .2, .3, .6, .10, and .12.

NOTE: Authority cited: Section 6030, Penal Code.

Reference: Section 6030, Penal Code.

Guideline: Of the elements in **Title 24, Section 470A.3**, the following are the only required of court holding and temporary holding facilities:

Toilets/urinals	470A.3.1
Wash basins	470A.3.2
Drinking fountains	470A.3.3
Lighting	470A.3.6
Seating	470A.3.10
Weapons locker	470A.3.12

Temporary holding facilities that contain a **sobering cell** must meet the requirements of **Section 470A.2.4**. As noted in the guideline to **470A.3.9**, **mirrors** are recommended for cells from which inmates go to court. In addition to the requirements identified in this section, additional requirements for temporary holding and court holding facilities are delineated in the **Exceptions** to **Section 470A.2**.

Appendix

OVERVIEW OF APPLICABILITY OF TITLE 24, PLANNING AND DESIGN REGULATIONS

The following matrix is included as a quick reference guide to the **Title 24, Planning and Design** regulations. It is not intended to be a stand-alone document. Please refer to the appropriate regulation and guideline for further information.

An 'X' indicates that the particular regulation is a required design feature and is applicable to (or required) for, the particular type of facility referenced. If the designation 'WA' (when applicable) appears in a box, it means that the regulation applies only when the operational characteristics of the facility demand it. Information in italics refers to operational information from **Title 15**.

You will note that under the regulation **Reception and Booking (Section 470A.2.1)**, items A, B, C and F are not listed on the matrix. Information regarding these items can be found elsewhere in the regulations. Please refer to:

Holding cell	470A.2.2
Sobering cell	470A.2.4
Safety cell	470A.2.5
Weapons locker	470A.3.12

TITLE 24, PART 1, SECTION 13-102
PLANNING AND DESIGN REGULATIONS
MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES

APPLICABILITY TO EACH FACILITY TYPE

X = Applicable

WA = When Applicable (dependent upon operational characteristics of the facility).

REGULATION	COURT HOLD	TEMP HOLD	TYPE I	TYPE II	TYPE III	TYPE IV
13-102(c)1. Letter of Intent	X	X	X	X	X	X
13-102(c)2. Needs Assessment Study			X	X	X	X
13-102(c)3 Operational Program Statement	X	X	X	X	X	X
13-102(c)4. Type III and Type IV Facilities in Existing Buildings					X	X
13-102(c)5. Submittal of Plans and Specifications	X	X	X	X	X	X
13-102(c)6. Design Requirements	X	X	X	X	X	X
13-102(c)7. <i>[Title 15, Section 1007]</i> Pilot Projects	X	X	X	X	X	X
13-102(c)8. <i>[Title 15, Section 1008]</i> Alternate Means of Compliance	X	X	X	X	X	X

**TITLE 24, PART 2, SECTION 470A
PLANNING AND DESIGN REGULATIONS
MINIMUM STANDARDS FOR LOCAL DETENTION FACILITIES
APPLICABILITY TO EACH FACILITY TYPE**

X = Applicable

WA = When Applicable (dependent upon operational characteristics of the facility).

REGULATION	COURT HOLD	TEMP HOLD	TYPE I	TYPE II	TYPE III	TYPE IV
470A.2.1 [Title 15, Articles 4,5,6] Reception & Booking	WA	WA	X	X	WA	WA
470A.2.1.4 [Section 1266] Access to Shower		WA	X	X	X	
470A.2.1.5 [Title 15, Articles 12,13] Secure Vault or Storage Space	WA	WA	X	X	X	X
470A.2.1.7 [Title 15, Section 1067] Telephones (851.5 PC)	WA	WA	X	X	X	X
470A.2.2 [Title 15, Article 5] Temporary Holding Cells	X	X	X	X	WA	WA
470A.2.3 [Title 15, Sections 1050,1053] Temporary Staging Cells	WA	WA	WA	WA	WA	
470A.2.4 [Title 15, Section 1056] Sobering Cells		WA	WA	WA		
470A.2.5 [Title 15, Section 1055] Safety Cells		WA	WA	WA	WA	
470A.2.6 [Title 15, Article 5] Single Occupancy Cells		WA	X	X	WA	
470A.2.7 [Title 15, Article 5] Double Occupancy Cells		WA	WA	WA	WA	
470A.2.8 [Title 15, Article 5] Dormitories			WA	WA	X	X
470A.2.9 Dayrooms			WA	X	X	
470A.2.10 [Title 15, Section 1065] Exercise Area				X	X	WA
470A.2.11 [Title 15, Article 6] Correctional Program/Multipurpose Space				X	X	X
470A.2.12 [Title 15, Article 10] Medical Examination Room				X	X	
470A.2.13 [Title 15, Article 10] Pharmaceutical Storage Space	WA	WA	WA	X	X	WA
470A.2.14 [Title 15, Article 10] Medical Care Housing				WA	WA	
470A.2.16 Commissary				X	X	WA
470A.2.17 [Title 15, Article 11] Dining Facilities				X	X	X

REGULATION	COURT HOLD	TEMP HOLD	TYPE I	TYPE II	TYPE III	TYPE IV
470A.2.18 [Title 15, Section 1062] Visiting Space			X	X	X	X
470A.2.19 [Title 15, Section 1032] Safety Equipment Space	X	X	X	X	X	X
470A.2.20 [Title 15, Section 1280] Janitor's Closet	X	X	X	X	X	X
470A.2.21 [Title 15, Articles 10,11,12,13] Storage Rooms	WA	WA	WA	X	X	X
470A.2.22 [Title 15, Article 5] Audio Monitoring System	X	X	X	X	X	
470A.2.23 [Title 15, Articles 12,13] Laundry Facilities						X
470A.2.24 [Title 15, Section 1032] Emergency Power	X	X	X	X	X	X
470A.2.25 [Title 15, Article 10] Confidential Interview Rooms				X		
470A.2.26 [Title 15, Section 1068] Attorney Interview Space	X	X	X	X	X	
470A.3.1 Toilets/Urinals	X	X	X	X	X	X
470A.3.2 Wash Basins	X	X	X	X	X	X
470A.3.3 Drinking Fountains	X	X	X	X	X	X
470A.3.4 [Title 15, Section 1266] Showers		WA	X	X	X	X
470A.3.5 [Title 15, Article 13] Beds/Bunks		WA	X	X	X	X
470A.3.6 Lighting	X	X	X	X	X	X
470A.3.7 Windows	WA	WA	X	X	WA	
470A.3.8 [Title 15, Sections 1055,1056] Cell Padding		WA	WA	WA	WA	
470A.3.9 Mirrors		WA	X	X	X	X
470A.3.10 Seating	X	X	X	X	X	X
470A.3.11 Table/Seat				X	WA	
470A.3.12 Weapons Locker	X	X	X	X	WA	